

Stellenbosch Rate Payers Association

Manual in terms of section 51 of the
Promotion of Access to Information Act, 2 of 2000

Section 51 Manual of Stellenbosch Rate Payers Association

1. Contact particulars

Head of business:	Sas Otto	Information officer:	Sas Otto
Postal address:	PO Box 399 Stellenbosch 7599	Physical address:	Stellenbosch 7600
Telephone number:	0827715635	Fax number:	0866758040
E-mail address:	secretary@stellboschratedpayers.org		
Website:	www.stellenboschratedpayers.org		

2. Introduction

The Stellenbosch Ratepayers Association, which includes various community organisations and interest groups, monitors and actively engages the Town Council, district municipality and provincial government regarding matters affecting our town and district.

3. Guide in terms of section 10 of The Act

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, contact number (011) 877-3600, fax number (011) 403-0625 or www.sahrc.org.za.

4. Facilitation of a request for access to information

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from Stellenbosch Rate Payers Association.

5. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

- 5.1 Electronic Communications and Transactions Act 25 of 2002
- 5.2 Income Tax Act 58 of 1962
- 5.3 Prescription Act 68 of 1969
- 5.4 Prevention of Combating of Corrupt Activities Act 12 of 2004
- 5.5 Prevention of Organised Crime Act 121 of 1998
- 5.6 Protection of Constitutional Democracy Against Terrorist and Related Activities Act 33 of 2004
- 5.7 Protection of Information Act 84 of 1982
- 5.8 Promotion of Access to Information Act 2 of 2000
- 5.9 Sectional Titles Act 95 of 1986
- 5.10 Sectional Titles Schemes Management Act 8 of 2011

6. Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying:

- 6.1 Newsletters
- 6.2 Reports
- 6.3 Marketing and promotional material
- 6.4 www.stellenboschratedpayers.org

7. Information available in terms of The Act

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

7.1 Accounting records

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger
- 7.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 7.1.4 Bank statements, cheque books, cheques
- 7.1.5 Customer and supplier statements and invoices
- 7.1.6 Deposit slips
- 7.1.7 Cash books and petty cash books
- 7.1.8 Tax returns and assessments
- 7.1.9 Budgets and business plans
- 7.1.10 Insurance records
- 7.1.11 Auditor's reports
- 7.1.12 Record of revenue
- 7.1.13 Record of expenses

7.2 Information Technology

- 7.2.1 Client database
- 7.2.2 Hardware
- 7.2.3 Internet
- 7.2.4 Licenses
- 7.2.5 Operating systems
- 7.2.6 Software packages
- 7.2.7 Telephone lines, leased lines and data lines

7.3 Insurance

- 7.3.1 Claim records
- 7.3.2 Details of coverage, limits and insurers
- 7.3.3 Insurance policies

7.4 Statutory Business Records

7.5 Tax

- 7.5.1 Income tax returns
- 7.5.2 Provisional tax returns
- 7.5.3 Tax assessments

8. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Stellenbosch Rate Payers Association, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

9. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Stellenbosch Rate Payers Association, from the South African Human Rights Commission and at www.stellenboschratedpayers.org.

10. **Signature**

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.	
Name of Information Officer:	Sas Otto _____
Signature:	_____ _____
Date:	_____