

SAVF Hoofbestuur

(Registration number: NPO 001-446)

Manual in terms of section 51 of the

Promotion of Access to Information Act, 2 of 2000

Section 51 Manual of SAVF Hoofbestuur (Registration number: NPO 001-446)

1. Contact particulars

Head of business:	Gerhard Erasmus	Information officer:	Gerhard Erasmus
Postal address:	PO Box 40526 Arcadia Pretoria 0007	Physical address:	41 Hospital Street Arcadia Pretoria 0007
Telephone number:	012 325 3920	Fax number:	012 324 4109
E-mail address:	hoofbestuur@savf.co.za		
Website:	www.savf.co.za		

2. 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, tel (011) 887-3600.

3. 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 SAVF Hoofbestuur.

4. Information available in terms of other legislation

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

- 4.1 Basic Conditions of Employment Act 75 of 1997
- 4.2 Consumer Protection Act 68 of 2008
- 4.3 Electronic Communications and Transactions Act 25 of 2002
- 4.4 Employment Equity Act 55 of 1998
- 4.5 Financial Intelligence Centre Act 38 of 2001
- 4.6 Financial Services Board Act 97 of 1990
- 4.7 Income Tax Act 58 of 1962
- 4.8 Nonprofit Organisations Act 71 of 1997
- 4.9 Occupational Health and Safety Act 85 of 1993
- 4.10 Protection of Information Act 84 of 1982
- 4.11 Promotion of Access to Information Act 2 of 2000
- 4.12 Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- 4.13 South African Revenue Services Act 34 of 1997
- 4.14 Skills Development Levies Act 9 of 1999
- 4.15 Skills Development Act 97 of 1998
- 4.16 Statistics Act 6 of 1999
- 4.17 Unemployment Contributions Act 4 of 2002
- 4.18 Unemployment Insurance Act 63 of 2001

5. Information automatically available

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

- 5.1 Pamphlets / Brochures
- 5.2 Posters
- 5.3 Reports
- 5.4 Marketing and promotional material
- 5.5 www.savf.co.za

6. 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.

6.1 Accounting records

- 6.1.1 Annual financial statements and working papers
- 6.1.2 General ledger
- 6.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 6.1.4 Bank statements, cheque books, cheques
- 6.1.5 Customer and supplier statements and invoices
- 6.1.6 Deposit slips
- 6.1.7 Cash books and petty cash books
- 6.1.8 Fixed asset register
- 6.1.9 Tax returns and assessments
- 6.1.10 Lease or instalment sale agreements
- 6.1.11 Budgets and business plans
- 6.1.12 Insurance records
- 6.1.13 Investment records
- 6.1.14 Auditor's reports
- 6.1.15 Internal auditors' reports
- 6.1.16 Inventory records (including stock take)
- 6.1.17 Management reviews
- 6.1.18 Capital expenditure
- 6.1.19 Record of assets
- 6.1.20 Record of liabilities
- 6.1.21 Record of liabilities and obligations
- 6.1.22 Record of property held
- 6.1.23 Record of revenue
- 6.1.24 Record of expenses

6.2 Auditors

- 6.2.1 Working papers
- 6.2.2 Correspondence

6.3 Fixed Property

- 6.3.1 Building plans
- 6.3.2 Leases
- 6.3.3 Mortgage bonds or other encumbrances
- 6.3.4 Title deeds

6.4 Health and Safety

- 6.4.1 Register, record of earnings, time worked, payment and particulars of all employees
- 6.4.2 Records of incident reported at work

6.5 Information Technology

- 6.5.1 Agreements
- 6.5.2 Capacity and utilisation of current systems
- 6.5.3 Client database
- 6.5.4 Hardware
- 6.5.5 Internet

- 6.5.6 Intranet
 - 6.5.7 Licenses
 - 6.5.8 Systems support, programming and development
 - 6.5.9 LAN Installations
 - 6.5.10 Operating systems
 - 6.5.11 Software packages
 - 6.5.12 Telephone exchange equipment
 - 6.5.13 Telephone lines, leased lines and data lines
- 6.6 Insurance**
- 6.6.1 Claim records
 - 6.6.2 Details of coverage, limits and insurers
 - 6.6.3 Insurance policies
- 6.7 Legal, Agreements and Contracts**
- 6.7.1 Agreements with contractors, suppliers and clients
 - 6.7.2 Agreements with customers
 - 6.7.3 Agreements with governmental agencies
 - 6.7.4 Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation
 - 6.7.5 Distributor, dealer or agency agreements
 - 6.7.6 Contracts, including lease agreements and finance agreements
- 6.8 Personnel Records**
- 6.8.1 Arbitration awards
 - 6.8.2 Attendance register
 - 6.8.3 Bargaining Council documents
 - 6.8.4 Collective agreements
 - 6.8.5 Disciplinary records
 - 6.8.6 Employee evaluation and performance records
 - 6.8.7 Employee information records
 - 6.8.8 Employee loans
 - 6.8.9 Employee remuneration
 - 6.8.10 Employment applications
 - 6.8.11 Employee date of birth
 - 6.8.12 Employment contracts
 - 6.8.13 Employment equity plan
 - 6.8.14 Expense accounts
 - 6.8.15 Group life
 - 6.8.16 Health and safety records
 - 6.8.17 Housing scheme
 - 6.8.18 IRP 5 and IT 3 certificates
 - 6.8.19 Letters of appointment
 - 6.8.20 Leave applications
 - 6.8.21 Maternity leave policy
 - 6.8.22 Medical aid records
 - 6.8.23 Name and occupation of each employee
 - 6.8.24 Organisational design
 - 6.8.25 Payroll
 - 6.8.26 Particulars of each employee

- 6.8.27 Pension fund information
- 6.8.28 Personnel file
- 6.8.29 Policies and procedures
- 6.8.30 Provident fund information
- 6.8.31 Records of strikes, lockouts or protest action
- 6.8.32 Recruitment and appointments
- 6.8.33 Registered trade unions / employers' organisations documents, list of members and ballot papers
- 6.8.34 Salary and wage registers
- 6.8.35 Salary slips and wage records
- 6.8.36 Staff loan schemes
- 6.8.37 Strike, lock out or protest action records
- 6.8.38 Tax returns of employees
- 6.8.39 Time records
- 6.8.40 Training and development
- 6.8.41 UIF, PAYE and SDL returns
- 6.8.42 Workmen's Compensation documents

6.9 Sales and Marketing

- 6.9.1 Brochures, newsletters and marketing material
- 6.9.2 Media releases
- 6.9.3 Public relations policies and procedures
- 6.9.4 Service and product information

6.10 Tax

- 6.10.1 Income tax returns
- 6.10.2 Provisional tax returns
- 6.10.3 Tax assessments
- 6.10.4 Documents relating to where the objection and appeal is lodged
- 6.10.5 Records relating to taxable gain or assessed capital loss
- 6.10.6 Vendors information
- 6.10.7 Documentary proof substantiating the zero rating of supplies

7. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of SAVF Hoofbestuur, 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.

8. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of SAVF Hoofbestuur, from the South African Human Rights Commission and at www.savf.co.za.

9. Signature

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