

SOUTH AFRICAN GUIDE- DOGS ASSOCIATION FOR THE BLIND

**(Registration number: 01 100110 000 8 NPO
000-758)**

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



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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 **(THE ACT)**

SECTION 51 MANUAL OF SOUTH AFRICAN GUIDE- DOGS ASSOCIATION FOR THE BLIND

(REGISTRATION NUMBER: 01 100110 000 8 NPO 000-758)

1. CONTACT PARTICULARS

Head of business:	MALCOLM RUMNEY DRIVER NICOLLE	Information officer:	JAYNE
Postal address:	P O BOX 67585 BRYANSTON SANDTON 2021	Physical address:	126 WROXHAM ROAD RIETFONTEIN
Telephone number:	(011)705 3513	Fax number:	086 506 3364
E-mail address:	Jayne@guidedog.org.za		
Website:	www.guidedog.org.za		

2. INTRODUCTION

To promote freedom of movement and independence in visually impaired people, through mobility, by the provision of Guide-dogs and Orientation and Mobility services.

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) 887-3600 or www.sahrc.co.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 **SOUTH AFRICAN GUIDE- DOGS ASSOCIATION FOR THE BLIND**.

5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

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

- 5.1 ARBITRATION ACT 42 OF 1965
- 5.2 BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- 5.3 BBBEE ACT 53 OF 2003
- 5.4 COMPANIES ACT 61 OF 1973
- 5.5 COMPANIES ACT 71 OF 2008
- 5.6 COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASES ACT 130 OF 1993
- 5.7 CONSUMER PROTECTION ACT 68 OF 2008
- 5.8 COPYRIGHT ACT 98 OF 1978
- 5.9 CRIMINAL PROCEDURES ACT 51 OF 1977
- 5.10 EMPLOYMENT EQUITY ACT 55 OF 1998
- 5.11 FINANCIAL ADVISORY AND INTERMEDIARY SERVICE ACT 37 OF 2002
- 5.12 FINANCIAL INTELLIGENCE CENTRE ACT 38 OF 2001
- 5.13 FINANCIAL RELATIONS ACT 65 OF 1976
- 5.14 FINANCIAL SERVICES BOARD ACT 97 OF 1990
- 5.15 INCOME TAX ACT 58 OF 1962
- 5.16 LABOUR RELATIONS ACT 66 OF 1995
- 5.17 NATIONAL CREDIT ACT 34 OF 2005
- 5.18 NATIONAL ENVIRONMENTAL MANAGEMENT ACT 107 OF 1998
- 5.19 NATIONAL PAYMENT SYSTEM ACT 78 OF 1998
- 5.20 NON-PROFIT ORGANISATIONS ACT 71 OF 1997
- 5.21 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 5.22 PREVENTION OF COMBATING OF CORRUPT ACTIVITIES ACT 12 OF 2004
- 5.23 PREVENTION OF ORGANISED CRIME ACT 121 OF 1998

- 5.24 PROTECTED DISCLOSURES ACT 26 OF 2000
- 5.25 PROTECTION OF CONSTITUTIONAL DEMOCRACY AGAINST TERRORIST AND RELATED ACTIVITIES ACT 33 OF 2004
- 5.26 PROTECTION OF INFORMATION ACT 84 OF 1982
- 5.27 PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
- 5.28 PROMOTION OF ADMINISTRATIVE JUSTICE ACT 3 OF 2000
- 5.29 PROMOTION OF EQUALITY AND PREVENTION OF UNFAIR DISCRIMINATION ACT 4 OF 2000
- 5.30 PROTECTION OF BUSINESSES ACT 99 OF 1978
- 5.31 REGULATION OF INTERCEPTION OF COMMUNICATIONS AND PROVISION OF COMMUNICATION RELATED INFORMATION ACT 70 OF 2002
- 5.32 SKILLS DEVELOPMENT LEVIES ACT 9 OF 1999
- 5.33 SKILLS DEVELOPMENT ACT 97 OF 1998
- 5.34 STATISTICS ACT 6 OF 1999
- 5.35 UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2002
- 5.36 UNEMPLOYMENT INSURANCE ACT 63 OF 2001
- 5.37 VALUE ADDED TAX ACT 89 OF 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

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

- 6.1 NEWSLETTERS
- 6.2 PAMPHLETS / BROCHURES
- 6.3 POSTERS
- 6.4 PRICELISTS
- 6.5 REPORTS
- 6.6 MARKETING AND PROMOTIONAL MATERIAL
- 6.7 WWW.GUIDEDOG.ORG.ZA

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

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Donor records and supplier statements and invoices
- Deposit slips
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Lease or instalment sale agreements
- Budgets and business plans
- Insurance record
- Investment records
- Auditor's reports
- Compiler's reports
- Inventory records (including stock take
- Systems documentation
- Management review
- Capital expenditure
- Credit agreement
- Record of assets
- Record of liabilities
- Record of loans to related parties
- Record of liabilities and obligation
- Record of property held
- Record of revenue
- Record of expenses

7.2 AUDITORS

- Working papers

- Correspondence
- 7.3 DISTRIBUTION AND TRANSPORTATION
- Permits and licenses
- 7.4 FIXED PROPERTY
- Building plans
 - Leases
 - Mortgage bonds or other encumbrances
 - Title deeds
- 7.5 HEALTH AND SAFETY
- Register, record of earnings, time worked, payment and particulars of all employees
 - Employee public health emergency action plans
 - Records of incident reported at work
- 7.6 INFORMATION TECHNOLOGY
- Agreements
 - Client database
 - Disaster recovery processes and procedures
 - Hardware
 - Internet
 - Licenses
 - Systems support, programming and development
 - LAN Installations
 - Operating systems
 - Software packages
 - Telephone exchange equipment
 - Telephone lines, leased lines and data lines
- 7.7 INSURANCE
- Claim records
 - Details of coverage, limits and insurers
 - Insurance policies
- 7.8 INTELLECTUAL PROPERTY
- Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, use agreements, joint venture agreements and joint development agreements.
- 7.9 LEGAL, AGREEMENTS AND CONTRACTS

- Acquisition or disposal documentation
- Agreements with contractors, suppliers and clients
- Agreements with customers
- Agreements with governmental agencies
- Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation
- Material agreements relating to provision of services or materials
- Material licenses, permits and authorisations
- Contracts, including lease agreements and finance agreements
- Electronic communications - Personal information and the purpose for which the data was collected
- Electronic communications - Record of any third party to whom the information was disclosed
- Electronic communications - All personal data which has become obsolete
- Consumer Protection Act - disclosure by intermediary: information provided to a consumer
- Consumer Protection Act - disclosure by intermediary: conflict of interest
- Consumer Protection Act - disclosure by intermediary: record of advise and basis on which it was given
- Consumer Protection Act - disclosure by intermediary: written instructions to consumer
- Consumer Protection Act - disclosure by promotional competitions: full details, rules, etc.
- Consumer Protection Act - disclosure by auctions: written agreement containing terms and conditions

7.10 PERSONNEL RECORDS

- Arbitration awards
- Attendance register
- Disciplinary records
- Employee evaluation and performance records
- Employee information records
- Employee loans
- Employee remuneration
- Employment applications
- Employee date of birth
- Employment contracts
- Employment equity plan
- Expense accounts
- Group life

- Group personal accident
- Health and safety records
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Medical aid records
- Name and occupation of each employee
- Organisational design
- Payroll
- Particulars of each employee
- Pension fund information
- Personnel file
- Policies and procedures
- Provident fund information
- Records of foreign employees
- Records of strikes, lockouts or protest action
- Recruitment and appointments
- Relocation policy
- Salary and wage registers
- Salary slips and wage records
- Staff records after employment
- Time records
- Training and development
- UIF, PAYE and SDL returns
- Workmen's Compensation documents

7.11 SALES AND MARKETING

- Brochures, newsletters and marketing material
- Details of donors
- Media releases
- Products
- Public relations policies and procedures
- Sales
- Service and product information

7.12 STATUTORY COMPANY RECORDS

- Notice and minutes of members' meetings
- Minutes of committee meetings
- Other minute books
- Proxy documents
- Registration Certificate
- Reports presented at Annual General Meeting
- General resolutions
- Special resolutions
- Resolutions
- Rules & Constitution
- Resolutions passed at meetings

7.13 TAX

- Income tax returns
- Provisional tax returns
- Tax assessments
- Documents relating to where the objection and appeal is lodged
- Records relating to taxable gain or assessed capital loss
- VAT documents
- Documentary proof substantiating the zero rating of supplies

8. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of **SOUTH AFRICAN GUIDE- DOGS ASSOCIATION FOR THE BLIND**, 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 **SOUTH AFRICAN GUIDE- DOGS ASSOCIATION FOR THE BLIND**, from the South African Human Rights Commission and at www.guidedog.org.za.

10. SIGNATORY

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.

JAYNE NICOLLE

Information officer

Signature of Information officer

07 March 2012

Date