

STATUTORY PAIA MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (“the Act”)

_____ (insert full name of Body Corporate)

(“the Body Corporate”)

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from the Body Corporate as contemplated in terms of the Act. The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public. Any requestor is advised to contact _____ (Chairman’s full names) of the Body Corporate should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from the Body Corporate.

2. CONTACT DETAILS OF THE CHAIRMAN (Section 51(1)(a) of the Act)

Street Address: _____
 Postal address: _____
 Telephone: _____
 Fax: _____
 E-mail: _____

3. DESCRIPTION OF THE GUIDE IN TERMS OF SECTION 10 OF THE ACT AND HOW TO ACCESS THE GUIDE (Section 51(1)(b) of the Act)

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission (“SAHRC”) containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC. Contact details of the Gauteng Provincial Office, South African Human Rights Commission are as follows:

Physical Address: 2nd Floor, Braampark Forum 3
 33 Hoofd Street
 Braamfontein
 Tel: 011 877 3678
 Fax: 011 403 0625
 Contact Person: David Malesa
 Email: dmalesa@sahrc.org.za

Postal Address: Private Bag X2700
 Houghton
 2041

4. **NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT** (Section 51(1)(c) of the Act)

Currently no notices have been issued.

5. **INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION** (Section 51(1)(d) of the Act)

The Body Corporate keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):

- Sectional Titles Act 95 of 1986

- The Management and Conduct Rules of the Body Corporate;
- The Minutes of the Trustees Meetings of the Body Corporate;
- The Minutes of the Meetings of the Annual General Meetings of the Body Corporate;
- The Minutes of the Meetings of the Special General Meetings of the Body Corporate;
- Every unanimous resolution, special resolution and any other resolution of the Body Corporate;
- A record of the assets and liabilities of the Body Corporate;
- A record of all sums of money received and expended by the Body Corporate and the matters in respect of which such receipt and expenditure occur;
- Other books of account in terms of Management Rule 35 of the Body Corporate.

- Labour Relations Act 66 of 1995 (All documents which are available in terms of this Act)

- Basic Conditions of Employment Act 75 of 1997 (All documents which are available in terms of this Act)

- Employment Equity Act 55 of 1998 (All documents which are available in terms of this Act)

- Skills Development Act 97 of 1998 (All documents which are available in terms of this Act)

- Skills Development Levies Act 9 of 1999 (All documents which are available in terms of this Act)

- Unemployment Insurance Act 63 of 2001 (All documents which are available in terms of this Act)

The above records, in so far as they are of a public nature may be available elsewhere without having to request access thereto in terms of the Act.

6. **DOCUMENTS / INFORMATION HELD IN TERMS OF THE ACT** (Section 51)(1)(e) of the Act)

The Body Corporate holds information on the following subjects in respect of which it holds record:

- The operational and financial situation of the Body Corporate;
- Owner data base;
- The Body Corporate Personnel Report;
- Insurance information and policies.

The categories of records have been set out in Section 5 above.

The Body Corporate records that any and all records requested shall only be available to a requestor subject to the provisions of the Act. None of the information is automatically available without having to request access in terms of and subject to the provisions of the Act. A request for information should be in the prescribed form, addressed to the Head of the Body Corporate and provided on payment of the required fee.

7. **OTHER INFORMATION** (Section 51(1)(f) of the Act)

No other information has to date been prescribed.

8. **UPDATING OF MANUAL** (Section 51(2) of the Act)

This manual will on a regular basis be updated in terms of Section 51(2) of the Act by the head of the Body Corporate.

9. **AVAILABILITY OF THE MANUAL** (Section 51(3) of the Act)

- This manual will be made available to the Human Rights Commission of South Africa.
- This manual will be made available on the web site of the Body Corporate, if applicable.
- This manual is available, upon request, at the address set out in Section 2 above, free of charge for inspection.
- Copies of the manual may be obtained at the address set out in Section 2 above, subject to the prescribed fees.
- The request forms and fees can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za).