

Kagga Kamma Homeowners Association NPC

(Registration number: 1990/005843/08)

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



KAGGA KAMMA
— PRIVATE GAME RESERVE —

PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT).....3

Section 51 Manual of Kagga Kamma Homeowners Association NPC (Registration number:
1990/005843/08) 3

1. Contact particulars 3
2. Introduction 3
3. Guide in terms of section 10 of The Act..... 3
4. Facilitation of a request for access to information..... 3
5. Information available in terms of other legislation..... 4
6. Information automatically available 5
7. Information available in terms of The Act..... 5
8. Requesting procedures..... 9
9. Availability of the Manual 9
10. Signatory..... 10

PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000

(THE ACT)

SECTION 51 MANUAL OF KAGGA KAMMA HOMEOWNERS ASSOCIATION NPC (REGISTRATION NUMBER: 1990/005843/08)

1. CONTACT PARTICULARS

Head of business:	Chairman of Board	Information officer:	Ms Yvonne de Waal
Postal address:	Suite 128 Private Bag X3041 Paarl 7620	Physical address:	Clos St Martin Windmeul Paarl 7646
Telephone number:	021 872 4343	Fax number:	086 5000 800
E-mail address:	info@kaggakamma.co.za		
Website:	www.kaggakamma.co.za		

2. INTRODUCTION

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights. Inside these pages you will be able to view the categories of information, which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

The objective of the business is to conduct a homeowners association that regulate, control and administer the affairs of the properties and members included in the association.

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 Kagga Kamma Homeowners Association NPC.

5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

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

- 5.1 ADMINISTRATION OF ESTATES ACT 66 OF 1965
- 5.2 ARBITRATION ACT 42 OF 1965
- 5.3 BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- 5.4 BBBEE ACT 53 OF 2003
- 5.5 COMPANIES ACT 71 OF 2008
- 5.6 COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASES ACT 130 OF 1993
- 5.7 DEEDS REGISTRIES ACT 47 OF 1937
- 5.8 ELECTRONIC COMMUNICATIONS AND TRANSACTIONS ACT 25 OF 2002
- 5.9 EMPLOYMENT EQUITY ACT 55 OF 1998
- 5.10 ESTATE AGENTS AFFAIRS ACT 112 OF 1976
- 5.11 INCOME TAX ACT 58 OF 1962
- 5.12 LABOUR RELATIONS ACT 66 OF 1995
- 5.13 NATIONAL CREDIT ACT 34 OF 2005
- 5.14 NON-PROFIT ORGANISATIONS ACT 71 OF 1997
- 5.15 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 5.16 PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
- 5.17 PROMOTION OF EQUALITY AND PREVENTION OF UNFAIR DISCRIMINATION ACT 4 OF 2000
- 5.18 RENTAL HOUSING ACT OF 50 OF 1999
- 5.19 SECURITIES TRANSFER TAX ACT 25 OF 2007
- 5.20 SOUTH AFRICAN REVENUE SERVICES ACT 34 OF 1997
- 5.21 TRANSFER DUTY ACT 40 OF 1949
- 5.22 UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2002
- 5.23 UNEMPLOYMENT INSURANCE ACT 63 OF 2001

5.24 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 WWW.KAGGAKAMMA.CO.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
- Customer and supplier statements and invoices
- Deposit slips
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Budgets and business plans
- Insurance record
- Investment records
- Auditor's reports
- Compiler's reports
- Accounting officer's report
- Reviewer'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 FIXED PROPERTY

- Building plans
- Leases
- Title deeds

7.4 HEALTH AND SAFETY

- Register, record of earnings, time worked, payment and particulars of all employees
- Health and safety committee's records of each recommendation affecting the health of employees and reports made to the inspector
- Employee public health emergency action plans
- Records of incident reported at work

7.5 INFORMATION TECHNOLOGY

- Agreements
- Client database
- Disaster recovery processes and procedures
- Hardware
- Internet
- Intranet
- Licenses
- Systems support, programming and development
- LAN Installations
- Operating systems
- Software packages
- Telephone exchange equipment
- Telephone lines, leased lines and data lines

7.6 INSURANCE

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

7.7 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.

7.8 LEGAL, AGREEMENTS AND CONTRACTS

- Acquisition or disposal documentation
- Agreements with contractors, suppliers and clients
- Agreements with customers
- Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements
- 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
- Consumer Protection Act - disclosure by intermediary: information provided to a consumer
- Consumer Protection Act - disclosure by intermediary: written instructions to consumer

7.9 PERSONNEL RECORDS

- Arbitration awards
- Attendance register
- Collective agreements
- Disciplinary records
- Employee evaluation and performance records
- Employee information records
- Employee remuneration
- Employment applications
- Employee date of birth
- Employment contracts
- Employment equity plan
- Health and safety records
- Industrial training 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
- Personnel file
- Policies and procedures
- Provident fund information
- Records of foreign employees
- Records of strikes, lockouts or protest action
- Recruitment and appointments
- Relocation policy
- Registered trade unions / employers' organisations documents, list of members and ballot papers
- Salary and wage registers
- Salary slips and wage records
- Strike, lock out or protest action records
- Tax returns of employees
- Time records
- Training and development
- UIF, PAYE and SDL returns
- Workmen's Compensation documents

7.10 STATUTORY COMPANY RECORDS

- Annual Statutory Returns
- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Directors' attendance register
- Memorandum and Articles of Association
- Minutes of directors' meetings
- Minutes of audit committee meetings
- Minutes of directors' committee meetings

- Proxy documents
- Register of company
- Register of directors and officers
- Registration Certificate
- General resolutions
- Special resolutions
- Resolutions
- Rules
- Securities register / uncertificated securities register
- Written communication to holders of securities
- Cooperation agreements
- Founding Statement and amendments
- Minute books
- Resolutions passed at meetings

7.11 TAX

- Income tax returns
- Provisional tax returns
- Tax assessments
- VAT documents

8. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of Kagga Kamma Homeowners Association NPC, 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 Kagga Kamma Homeowners Association NPC, from the South African Human Rights Commission and at www.kaggakamma.co.za.

10. SIGNATORY

According to Section 51 of the Promotion of Access to Information Act, 2 of 2000 – This manual should be duly signed by the Information officer.

Ms Yvonne de Waal

Information officer

13 December 2011

Date



Signature of Information officer