# Minivillas CC

provide to write, 11-116

(Registration Number: 2000/007254/23)

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

Date of Compilation: 1/29/2016

Date of Revision:

2/8/2016

### Contents Page

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

Section 51 Manual of Minivillas CVC (Registration number: 2000/007254/23)

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

Initial \_\_\_\_\_

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

# SECTION 51 MANUAL OF MINIVILLAS CC (REGISTRATION NUMBER: 2000/007254/23)

### 1. CONTACT PARTICULARS

Head of business:

Jennifer Anne

Ruttledge

Postal Address:

PO Box 1

Stanger

4450

Telephone Number:

(032) 5511277

"-mail Address:

minivillas@mweb.co.za

Information officer:

Physical Address:

Jennifer Anne

Ruttledge

52 Umvoti Drive

Blythedale Beach

Stanger

4450

### 2. INTRODUCTION

Property holding

### 3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

- 3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in section 53 and 54 of the Act.
- 3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is ailable from the SAHRC. The contact details of the Commission are:

Postal Address:

Private Bag 2700, Houghton, 2041

Telephone Number:

(+27)11 877 3600

Fax Number:

(+27)11 403 0625

Website:

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 **Minivillas CC**.

# 5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Close Corporations Act 69 of 1984
- Employment Tax Incentive Act 26 of 2013
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information Act 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act of 4 of 2000
- Skills Development Levies Act 9 of 1999

Tax Administration Act 28 of 2011

- Unemployment Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

### 6. INFORMATION AUTOMATICALLY AVAILABLE

### 7. INFORMATION AVAILABLE IN TERMS OF THE ACT

#### Statutory Business Records

· Founding Statements and Amendments

#### 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
- · Lease or instalment sale agreements

Initial \_\_\_\_

Page 4 of 5

#### Personnel Records

· Staff records after employment

#### 8. GENERAL

N/A

### 9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of Minivillas CC, 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.

## 10. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of Minivillas CC and from the South African Human Rights Commission.

Page 5 of 5 Signature Head of Business:

A worldg.

Signed on: 8 February 2016