

## **PAIA Section 51 Manual:**

## **27 The Hill Sunnyrock cc**

### **Information Required under Section 51(1) (a) of the Act**

Postal Address of head of 27 The Hill Sunnyrock cc:	<b>P O Box 5020, Meadowdale, 1614</b>
Street Address of head 27 The Hill Sunnyrock cc:	<b>51 Lascelles Road, Meadowbrook, 1609</b>
Tel. N <sup>o</sup> of head of 27 The Hill Sunnyrock cc:	<b>011 454 1938</b>
Fax N <sup>o</sup> of head of 27 The Hill Sunnyrock cc:	<b>011 453 8768</b>
E-mail address of head of 27 The Hill Sunnyrock cc:	<b>mavorwerk@icon.co.za</b>

### **Description of Guide Referred to in Section 10: Section 51(1)(b)**

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at <http://www.sahrc.org.za>

### **The Latest Notice in Terms of Section 52(2) (IF ANY):**

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

### **Records Available in terms of Other Legislation: Section 51(1)(d)**

Records available in terms of other legislation are as follows:

- Income Tax Act 58 of 1962

### **Subjects and Categories of Records held by 27 The Hill Sunnyrock cc Section 51(1)(e)**

#### **1. COMPANIES ACT RECORDS**

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Members meetings
- Records relating to the appointment of directors/ auditor/ public officer and other officers
- CIPC Annual Returns

#### **2. Financial Records**

- Annual Financial Statements

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- Tax Returns
- Accounting Records
- Banking Records
- Bank Statements
- Paid Cheques
- Electronic banking records
- Asset Register
- Invoices
- Lease agreements

### 3. Income Tax Records

- All statutory compliances:
  - VAT
  - Regional Services Levies

### 4. Personnel Documents and Records

Nil

### Detail on how to make a Request for Access – Section 51(e)

The requester must complete Form C (found on the HRC website) and submit this form together with a request fee, to the head of the private body. The form must be submitted to the head of the private body at his/ her address, fax number, or electronic mail address.

The form must:

- provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester,
- indicate which form of access is required,
- specify a postal address or fax number of the requester in the Republic,
- identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right,
- if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,
- if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.