



MOUNT EDGECOMBE
Country Club Estate

**Mount Edgecombe Country Club
Estate Management Association II (RF)**

(Registration Number : 1995/012432/08)

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

Contents Page

PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 200 (THE ACT)

Section 51 Manual of Mount Edgecombe Country Club Estate Management Association II (Registration number: 1995/012432/08)

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 legislation
6. Schedule of records
7. Information Automatically available
8. General
9. Requesting Procedures
10. Availability of the manual

A handwritten signature in black ink, consisting of several overlapping loops and lines, positioned above a horizontal line.

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

SECTION 51 MANUAL OF MOUNT EDGECOMBE COUNTRY CLUB ESTATE MANAGEMENT ASSOCIATION II (RF) (REGISTRATION NUMBER: 1995/012432/08)

1. CONTACT PARTICULARS

Head of business: Desiree Karyn Stone
Postal Address: P O Box 1885

Mount Edgecombe
4301

Telephone Number: 031 5025360
E-mail Address : secretary@meccematwo.co.za
Website: www.meccematwo.co.za

Information officer: Desiree Karyn Stone
Physical Address: 1 Fairways Reach
Mount Edgecombe
Country Club Estate
Mount Edgecombe
4300

Fax Number: 031 502 5363

2. INTRODUCTION

Homes Owners Association – Non Profit

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

3.1 The Act grants a requestor 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 action 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 paragraphs 6 and 7 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 available from the SAHRC. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: (+27) 11 877 3600
Facsimile Number: (+27) 11 4030625
Website: www.sahrc.org.za
E-mail: paia@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 **Mount Edgecombe Country Club Estate Management Association II (RF)**.

5. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

- Administration of Estates Act 66 of 1965
- Basic Conditions of Employment Act 75 of 1997
- Community Scheme Ombud Service Act 9 of 2011
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Deeds Registries Act 47 of 1937
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Estate Agents Affairs Act of 112 of 1976
- Financial Intelligence Centre Act 38 of 201
- Financial Services Board Act 97 of 1990
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- National Environmental Management Act 107 of 1998
- Non-profit Organisation Act 71 of 1997
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information Act 2 of 2000
- Sectional Titles Schemes Management Act 8 of 2011
- Sectional Titles Act 95 of 1986
- South African Revenue Services Act 34 of 1997
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Tax on Retirement Funds Act 38 of 1996
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Usury Act 73 of 1968
- Value Added Tax Act 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- Marketing and Promotional Material
- Newsletters

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

- Certificate of Incorporation
- Directors Attendance Register
- Memorandum of Incorporation
- Minutes of Shareholders Meetings
- Minutes of Directors Meetings
- Proxy Documents
- Resolutions
- Annual Financial Statements and working papers
- General Ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books and invoices
- 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
- Budgets and business plans
- Insurance records
- Investment records
- Auditor's reports
- Inventory records
- Systems documentation
- Management reviews
- Capital expenditure

8. GENERAL

N/A

9. GENERAL

A person who wants access to the records must complete the necessary request forms that is available at the offices of the Mount Edgecombe Country Club Estate Management Association II (RF), 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 Mount Edgecombe Country Club Estate Management Association II (RF)
- on our Website www.meccematwo.co.za
- from the South African Human Rights Commission

Signature Head of Business :



Signed on :

29/09/2017

