



**MOUNT EDGECOMBE**  
COUNTRY CLUB ESTATE

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

Registration No. 1995/012432/08  
P O Box 1885, Mount Edgecombe, 4801  
VAT: 4580235044

Tel: (031) 502 5860 Fax: (031) 502 5868 Website: [www.mountededgecombe.com](http://www.mountededgecombe.com)

**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 2000, (Act No. 2 of 2000)**

A handwritten signature in black ink, consisting of several loops and flourishes, positioned to the right of the word 'Initial'.

## Contents Page

---

### PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (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

# 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

**Information Officer:** Desiree Karyn Stone  
**Physical Address:** 1 Fairways Reach  
Mount Edgecombe  
4300

**Telephone Number:** 031 5025360

**Fax Number:** 031 5025363

**E-mail Address:** [desiree@mountededgecombe.com](mailto:desiree@mountededgecombe.com)

**Website:** [www.mountedgecombe.com](http://www.mountedgecombe.com)

### 2. INTRODUCTION

Homeowners 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 actioned 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 tariffs are dealt with in paragraphs 6 and 7 of the Act.
- 3.3 Requestors 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) 11 403 0625  
**Website:** [www.sahrc.org.za](http://www.sahrc.org.za)  
**Email:** [paia@sahrc.org.za](mailto: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. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION**

- Administration of Estate Act 66 of 1965
- Basic Conditions of Employment Act 75 of 1997
- Community Scheme Ombud Services 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 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)
- Customer and supplier statements and invoices
- Deposit slips
- Cash books and petty cash books
- Fixed Assets 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

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](http://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 the Manual are available for inspection, free of charge,

- At the offices of the Mount Edgecombe Country Club Estate Management Association II (RF)
- On our website [www.mountedgecombe.com](http://www.mountedgecombe.com)
- From the South African Human Rights Commission

Signature Head of Business: \_\_\_\_\_



Signed on: \_\_\_\_\_

04/09/20

