

**Assembly of God Claremont**

**PBO Number – 9065822158**

**MANUAL in terms of Section 51 of**

**The Promotion of Access to Information Act 2/2000**

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## 1. INTRODUCTION

ASSEMBLY OF GOD CLAREMONT conducts the following services:

- ASSEMBLY OF GOD CLAREMONT is a Christ-centred church.
- We preach through inspirational and practical Bible teachings that offer a message of hope and new beginnings.
- We believe that every community deserves a great church, and we seek to be that church, through our programs can help lift and meet the needs of people in our communities and beyond.
- ASSEMBLY OF GOD CLAREMONT is an organisation that is approved as a Public Benefit Organisation (PBO) and we also fall under the Non-Profit Organisation Act, No 71 of 1997 (the Act).
- Approved PBOs have the privilege and responsibility of spending public funds, which they derive from donations or grants, in the public's interest on a tax-free basis. It is therefore important to ensure that exempt organisations use their funds responsibly and solely for their stated objectives, without any personal gain being enjoyed by any person including the founders and the fiduciaries.
- Approved PBO's must continue to comply with the Act and related legislation throughout their existence.
- This includes the submission of annual income tax returns; the income tax returns enable the Commissioner to assess whether the approved PBO is operating within the prescribed limits.

## 2. COMPANY CONTACT DETAILS

Constitutional Oversight Committee:

- 1) John Sloane
- 2) Hilton Mentor
- 3) John Groves

Senior Pastor (PAIA Information Officer): John Sloane

Postal Address: 60 Harfield Road, Kenilworth, Cape Town, 7800

Street Address: 60 Harfield Road, Kenilworth, Cape Town, 7800

Telephone Number: 087 109 0780

Cell Number: N/A

Email: admin@acitychurch.co.za

Website: <http://acitychurch.co.za/>

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### **3. 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 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

Fax Number: +27-11-403 0625

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

### **4. APPLICABLE LEGISLATION**

<b><u>No</u></b>	<b><u>Ref</u></b>	<b><u>Act</u></b>
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 69 of 1984	Close Corporations Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 130 of 1993	Compensation for Occupational Injuries and Diseases Act
13	No 30 of 1996	Unemployment Insurance Act
14	Section 30(1) of Act 71 of 1997	Public Benefit Organisation PBO
15	Act 71 of 1997	Non-Profit Organisation NPO
16	No 4 of 2013	Protection of Personal Information Act

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## 5. Schedule of Records

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"> <li>• Public Product Information</li> <li>• Public Corporate Records</li> <li>• Media Releases</li> </ul>	<p>Freely available on web site</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p>
Financial	<ul style="list-style-type: none"> <li>• Financial Statements</li> <li>• Financial and Tax Records (Company &amp; Employees)</li> <li>• Asset Register</li> <li>• Management Accounts</li> </ul>	<p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p>
Marketing	<ul style="list-style-type: none"> <li>• Market Information</li> <li>• Public Customer Information:               <ul style="list-style-type: none"> <li>o Product Brochures</li> <li>o Owner Manuals</li> </ul> </li> <li>• Field Records</li> <li>• Performance Records</li> <li>• Product Sales Records</li> <li>• Marketing Strategies</li> <li>• Customer Database</li> <li>• Dealer Franchise Documents</li> </ul>	<p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p> <p>Request in terms of PAIA</p>

## **5a DENIAL OF ACCESS**

Access to any record may be refused under certain limited circumstances. These include:

- \*The protection of personal information from unreasonable disclosure concerning any natural person.
- \*The protection of commercial information held concerning any third party (for example trade secrets)
- \*Disclosure that will put the company at a disadvantage in contractual or other negotiations or prejudice it in commercial competition.
- \*Disclosure of any record containing any trade secrets, financials, commercial, scientific or technical information that would harm the commercial or financial interests of the company.
- \*Disclosures of any records containing information about research and development being carried out or about to be carried out by the company.

## **6. INFORMATION REQUEST PROCEDURE**

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).
- 6.2** Address your request to the Head of the Company.
- 6.3** Provide sufficient details to enable the COMPANY to identify:
  - (a) The record(s) requested;
  - (b) The requester (and if an agent is lodging the request, proof of capacity); (c) The form of access required;
  - (d) (i) The postal address or fax number of the requester in the Republic;  
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

## **7. PRESCRIBED FEES**

The following applies to requests (other than personal requests):

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one-third of the access fee which would be payable if the request were granted);
- 7.3** A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).

### **1. Signature**

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.

Name of information officer: John Sloane

Date: 1 July 2021