



DE ZALZE WINELANDS GOLF ESTATE HOME OWNERS ASSOCIATION NPC

Manual in terms of Section 51 of The Promotion of Access to Information Act ("PAIA")



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SECTION A: INTRODUCTION

De Zalze Winelands Golf Estate Homeowners' Association was established in 2003 to facilitate and manage the harmonious and aesthetic development of the De Zalze Winelands Golf Estate. This also includes the regulation of the conduct of all persons on the Estate.

COMPANY DETAILS

Full name	De Zalze Winelands Golf Estate Homeowners' Association
Registration Number	2003/009588/09
Registered Address	Homeowners Association De Zalze Winelands Golf Estate R44 Road Stellenbosch 7600
Postal Address	PO Box 338 Stellenbosch 7599
Telephone Number	021 880 2708
CEO	Mr SJ Grobler
Designated Information Officer	Mr M van Staden
Email Address of Information Officer	finman@dezalzeestate.com
Website	www.dezalzehoa.co.za



SECTION B: USER'S GUIDE OF THE HUMAN RIGHTS COMMISSION

A Guide has been compiled in terms of section 10 of the PAIA by the Human Rights Commission. It contains information required by any person wishing to exercise any right in terms of the PAIA.

The Guide is available for inspection at the office of the Human Rights Commission at:

29 Princess of Wales Terrace
Cnr York and St. Andrews Street
Parktown
Johannesburg

For further enquiries:

The Research and Documentation Department
South African Human Rights Commission
PAIA Unit
Private Bag X2700
HOUGHTON
2041

Telephone: (011) 484 8300

Website: www.sahrc.org.za



SECTION C: INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130
- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Machinery and Occupational Safety Act No. 85 of 1993
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Skills Development Levies Act No. 9 of 1999
- Tax Administration Act No. 28 of 2011
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value-added Tax Act No. 89 of 1991



SECTION D: SCHEDULE OF RECORDS

Categories of information

We hold the following categories of information:

1. Statutory company information

- Certificate of Incorporation;
- Memorandum of Incorporation;
- Minute Books, CM25 and CM26, as well as Resolutions passed at general meetings;
- Register of Members;
- Register of Fixed Assets;
- Annual Financial Statements including:
 - Annual accounts;
 - Auditor's report.

2. Accounting records

- Books of Account including journals and ledgers;
- Purchase Orders, Invoices, statements, receipts and vouchers.

3. Fixed property

- Title Deeds;
- Building plans.

4. Movable property

- Asset register;
- Finance and Lease Agreements;

5. Agreements and contracts

- Material agreements concerning provision of services or materials;
- Agreements with contractors and suppliers;
- Agreements with customers;
- Warranty agreements;
- Sale agreements;
- Agreements with governmental agencies;
- Purchase or lease agreements.

6. Taxation

- Copies of all Income Tax Returns and other tax returns and documents;



7. Insurance

- Insurance policies;
- Claim records;
- Details of insurance coverage, limits and insurers.

8. Information technology

- Hardware;
- Operating Systems;
- Telephone Exchange Equipment;
- Telephone Lines, Leased Lines and Data Lines;
- LAN Installations;
- Software Packages;
- Internal Systems Support and Programming / Development;
- Agreements;
- Licenses;

9. Sales and marketing

- Customers;
- Brochures, Newsletters and Advertising Materials;



SECTION E: INFORMATION AUTOMATICALLY AVAILABLE

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in section A of this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.



SECTION F: FORM OF REQUEST

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in annexure "A" hereto. These forms are available from:

- our information officer (whose contact details are in section A of this manual);
- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za)

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.