

# **Bethesda Outreach Ministries**

(Registration number: 2000/026338/08)

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

# Promotion of Access to Information Act, 2 of 2000 (The Act)

## Section 51 Manual of Bethesda Outreach Ministries (Registration number: 2000/026338/08)

### 1. Contact particulars

Head of business:	Rudi van Jaarsveld	Information officer:	Ruth Rising
Postal address:	P.O. Box 2643 Hammanskraal 0400	Physical address:	Plot 13 Klipdrift Hammanskraal 0400
Telephone number:	0127110087	Fax number:	0127113472
E-mail address:	finance@boi.org		
Website:	<a href="http://www.bethesdaoutreach.org">www.bethesdaoutreach.org</a>		

### 2. Introduction

Bethesda's vision is to help local churches in meeting the needs of orphan children that they may become disciples of Christ. Bethesda is carrying out that vision in South Africa, where one in five people are infected with AIDS. Thousands of parents are dying daily, leaving behind countless numbers of orphan children who are desperately trying to survive.

### 3. Guide in terms of section 10 of The Act

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, tel (011) 887-3600.

### 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 Bethesda Outreach Ministries.

### 5. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

- 5.1 Basic Conditions of Employment Act 75 of 1997
- 5.2 BBBEE Act 53 of 2003
- 5.3 Companies Act 61 of 1973
- 5.4 Companies Act 71 of 2008
- 5.5 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.6 Copyright Act 98 of 1978
- 5.7 Criminal Procedures Act 51 of 1977
- 5.8 Currency and Exchanges Act 9 of 1933
- 5.9 Electronic Communications and Transactions Act 25 of 2002
- 5.10 Income Tax Act 58 of 1962
- 5.11 Labour Relations Act 66 of 1995
- 5.12 National Credit Act 34 of 2005
- 5.13 Nonprofit Organisations Act 71 of 1997
- 5.14 Prevention of Combating of Corrupt Activities Act 12 of 2004
- 5.15 Prevention of Organised Crime Act 121 of 1998
- 5.16 Protection of Information Act 84 of 1982
- 5.17 Promotion of Access to Information Act 2 of 2000
- 5.18 Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- 5.19 Protection of Businesses Act 99 of 1978

- 5.20 Regulation of Interception of Communications and Provision of Communication Related Information Act 70 of 2002
- 5.21 Skills Development Act 97 of 1998
- 5.22 Unemployment Insurance Act 63 of 2001
- 5.23 Child Care Act, 1983
- 5.24 Child Justice Act, 2008
- 5.25 Children's Act, 2005
- 5.26 Domestic Violence Act, 1988

**6. Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying:

- 6.1 Newsletters
- 6.2 Pamphlets / Brochures
- 6.3 Marketing and promotional material
- 6.4 [www.bethesdaoutreach.org](http://www.bethesdaoutreach.org)

**7. Information available in terms of The Act**

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

**7.1 Accounting records**

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger
- 7.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 7.1.4 Bank statements, cheque books, cheques
- 7.1.5 Customer and supplier statements and invoices
- 7.1.6 Cash books and petty cash books
- 7.1.7 Fixed asset register
- 7.1.8 Tax returns and assessments
- 7.1.9 VAT returns
- 7.1.10 Budgets and business plans
- 7.1.11 Insurance records
- 7.1.12 Systems documentation
- 7.1.13 Management reviews
- 7.1.14 Capital expenditure
- 7.1.15 Record of assets
- 7.1.16 Record of property held
- 7.1.17 Record of revenue

**7.2 Auditors**

- 7.2.1 Working papers
- 7.2.2 Correspondence

**7.3 Fixed Property**

- 7.3.1 Building plans
- 7.3.2 Title deeds

**7.4 Health and Safety**

- 7.4.1 Register, record of earnings, time worked, payment and particulars of all employees

**7.5 Information Technology**

- 7.5.1 Audits
- 7.5.2 Hardware

- 7.5.3 Internet
- 7.5.4 LAN Installations
- 7.5.5 Operating systems
- 7.5.6 Software packages
- 7.5.7 Telephone lines, leased lines and data lines
- 7.6 Insurance**
  - 7.6.1 Claim records
  - 7.6.2 Details of coverage, limits and insurers
  - 7.6.3 Insurance policies
- 7.7 Legal, Agreements and Contracts**
  - 7.7.1 Agreements with governmental agencies
- 7.8 Personnel Records**
  - 7.8.1 Attendance register
  - 7.8.2 Disciplinary records
  - 7.8.3 Employee evaluation and performance records
  - 7.8.4 Employee information records
  - 7.8.5 Employee remuneration
  - 7.8.6 Employment applications
  - 7.8.7 Employee date of birth
  - 7.8.8 Employment contracts
  - 7.8.9 IRP 5 and IT 3 certificates
  - 7.8.10 Leave applications
  - 7.8.11 Name and occupation of each employee
  - 7.8.12 Organisational design
  - 7.8.13 Payroll
  - 7.8.14 Particulars of each employee
  - 7.8.15 Personnel file
  - 7.8.16 Policies and procedures
  - 7.8.17 Records of foreign employees
  - 7.8.18 Salary and wage registers
  - 7.8.19 Salary slips and wage records
  - 7.8.20 UIF, PAYE and SDL returns
  - 7.8.21 Workmen's Compensation documents
- 7.9 Sales and Marketing**
  - 7.9.1 Brochures, newsletters and marketing material
  - 7.9.2 Media releases
  - 7.9.3 Public relations policies and procedures
  - 7.9.4 Service and product information
- 7.10 Statutory Company Records**
  - 7.10.1 Certificate of Incorporation
  - 7.10.2 Certificate to Commence Business
  - 7.10.3 Memorandum and Articles of Association
  - 7.10.4 Memorandum of Incorporation and alterations / amendments
  - 7.10.5 Minutes of directors' meetings
  - 7.10.6 Minutes of directors' committee meetings
  - 7.10.7 Registration Certificate

**7.11 Tax**

- 7.11.1 Income tax returns
- 7.11.2 Provisional tax returns
- 7.11.3 Tax assessments
- 7.11.4 VAT documents

**8. Requesting procedures**

A person who wants access to the records must complete the necessary request form, that is available at the offices of Bethesda Outreach Ministries, 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 this manual are available for inspection, free of charge, at the offices of Bethesda Outreach Ministries, from the South African Human Rights Commission and at [www.bethesdaoutreach.org](http://www.bethesdaoutreach.org).

**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000))

**[Regulation 10]**

**A. Particulars of private body**

The Head:

**B. Particulars of person requesting access to the record**

- (a) *The particulars of the person who requests access to the record must be given below.*  
(b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*  
(c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number: \_\_\_\_\_ Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

**C. Particulars of person on whose behalf request is made**

*This section must be completed ONLY if a request for information is made on behalf of another person.*

Full names and surname:

Identity number:

**D. Particulars of record**

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*  
(b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1. **Description of record or relevant part of the record:**
2. **Reference number, if available:**
3. **Any further particulars of record**

**E. Fees**

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

**F. Form of access to record**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
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Mark the appropriate box with an **X**.

**NOTES:**

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<b>2. If record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable.</b>			YES
			NO

**G. Particulars of right to be exercised or protected**

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

**H. Notice of decision regarding request for access**

*You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20

SIGNATURE OF REQUESTER / PERSON  
ON WHOSE BEHALF REQUEST IS MADE



[Forms D and E have been inserted by the Amendment of Regulations published in Government Gazette No. 29914 dated 1 June 2007]

## FORM D

### AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

(Section 15 of the Promotion of Access to Information Act, 2000  
(Act 2 of 2000))

[Regulation 5A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15(1)(b))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):	



## FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffer disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(1)(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffer disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record,	

- |  |                                     |       |
|--|-------------------------------------|-------|
|  | for an A4-size page or part thereof | 20,00 |
|--|-------------------------------------|-------|
- (ii) For a copy of an audio record 30,00
- (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.
- (2) For purposes of section 54(2) of the Act, the following applies:
- (a) Six hours as the hours to be exceeded before a deposit is payable; and
  - (b) one third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.