



BETHESDA OUTREACH MINISTRIES

Registration #: 2000/026338/08

PROMOTION OF ACCESS TO INFORMATION MANUAL

In terms of Section 51 of the PAIA Act 2 of 2000

Section 1 Contact Information

Head of Business:	Rudi van Jaarsveld	Information Officer:	Rudi van Jaarsveld
Postal Address:	PO Box 2643 Hammanskraal 0400	Physical Address:	Plot 13 Klipdrift Hammanskraal 0400
Telephone Number:	012 711 0087		
Email:	Bethesda-temba@boi.org/finance@boi.org		
Website:	www.BethesdaOutreach.org		

Section 2 Introduction

Mission Statement:

Mobilising the local church and its members for the glory of God by:

- Providing a gospel focused, family centred and church driven orphaned and vulnerable child care ministry and resource centre
- Reaching out to the church to raise awareness, stimulate compassion and encourage obedience in the care of the fatherless

Vision Statement:

The local church and its members meeting the needs of orphaned and vulnerable children, that they may become disciples of Christ.

Section 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) 877-3600, via the website: www.sahrc.org.za or Email: info@sahrc.org.za.

Section 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.

Section 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 BBBEEE 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 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

Section 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 materials
- 6.4 www.BethesdaOutreach.org

Section 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 / Wireless Installations
 - 7.5.5 Operating Systems
 - 7.5.6 Software Packages
 - 7.5.7 VOIP / data packages
 - 7.5.8 CCTV / Security Plans

- 7.6 Insurance
 - 7.6.1 Claim Records
 - 7.6.2 Details of coverage, limits and insurers

- 7.7 Legal, Agreements and Contracts
 - 7.7.1 Agreements with governmental agencies
 - 7.7.2 Agreements or Contracts with non-governmental services / agencies

- 7.8 Personnel Records
 - 7.8.1 Attendance Records / 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 Employee applications
 - 7.8.7 Employee date of birth / ID
 - 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 Board / directors meetings
 - 7.10.6 Minutes of Board / director's 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

Section 8 Requesting Procedure

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. The completed request form, clearly marked for the attention of the Information Officer can be submitted:

- personally to the administration office; or
- emailed to the contact email address; or
- sent to the address provided in this manual

Section 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

**OFFICIAL FORMS FOR REQUESTING ACCESS TO RECORDS
PRIVATE BODY**

Form J752 - 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]

The below Forms D & E are also included by an Amendment of the Regulations published in Government Gazette No 29914 dated 1 June 2007

Form J753 or 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]

Form J749 or Form E - AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 52 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000)) [Regulation 9A]

All forms are also available at: https://www.justice.gov.za/forms/form_paia.htm or from the offices of Bethesda Outreach

Section 10: 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.	