

MARIO MARCHIO

MINISTRIES

(Registration Number: 1985/001795/08)

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

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF MARIO MARCHIO MINISTRIES (REGISTRATION NUMBER: 1985/001795/08)

1. CONTACT PARTICULARS

Head of business:	Mario Marchio	Information officer:	Luzelle Rene Beukes
Postal Address:	PO Box 546	Physical Address:	Fairways Avenue - Bosko Centre
	Hermanus		Hermanus
	7200		7200
Telephone Number:	028 - 312 2514	Fax Number:	028 - 312 2698
E-mail Address:	ministries@bosko.org		

2. INTRODUCTION

Property Holding and schooling activities

3. GUIDE IN TERMS OF SECTION 10 OF 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

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 **MARIO MARCHIO MINISTRIES**.

Initial _____



5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Consumer Protection Act 68 of 2008
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- National Credit Act 34 of 2005
- Nonprofit Organisations Act 71 of 1997
- Promotion of Access to Information Act 2 of 2000
- Tax Administration Act 28 of 2011
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001

6. INFORMATION AUTOMATICALLY AVAILABLE

- Marketing and Promotional Material
- Newsletters

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

Statutory Business Records

- Certificate of Incorporation
- Certificate to Commence Business
- Memorandum of Incorporation
- Minutes of Directors Meetings
- Register of Directors and Officers
- Minute Books

Accounting Records

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Deposit slips
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- Insurance records
- Auditor's reports
- Capital expenditure

Fixed Property

- Building plans
- Mortgage bonds or other encumbrances
- Title deeds

Information Technology

- Agreements
- Audits
- Client database
- Hardware
- Internet
- Intranet
- Licenses
- LAN Installations
- Software packages
- Telephone exchange equipment
- Telephone lines, leased lines and data lines

Insurance

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

Legal, Agreements and Contracts

- Acquisition or disposal documentation

Personnel Records

- Disciplinary records
- Employee information records
- Employment applications
- Employment contracts
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Payroll
- Personnel File
- Salary slips and wage cards
- Training and development
- UIF, PAYE and SDL returns
- Workmen's Compensation Documents

Sales and Marketing

- Customers
- Media releases
- Sales

8. GENERAL

It is important to note that access to any information is not automatic – you must identify the right you are seeking to exercise or protect and explain why the information 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.

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of MARIO MARCHIO MINISTRIES, or can be accessed on 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.

10. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of MARIO MARCHIO MINISTRIES and from the South African Human Rights Commission.