

Cornwall Hill HOA NPO

(Registration number: 1997/020 738/08)

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

Section 51 Manual of Cornwall Hill HOA NPO (Registration number: 1997/020 738/08)

1. Contact particulars

Head of business: Dirk Heyns	Information officer: Dirk Heyns
Postal address: P.O. Box 1	Physical address: Cornwall Hill Estate
Cornwall Hill	Nelmapius drive
Centurion	Irene
0178	1675
Telephone number: 012 667 2938	Fax number: 012 667 5749
E-mail address: manager@cornwallhill.co.za	
Website: http://www.cornwallhill.co.za	

2. Introduction

Set amongst the rolling hills and kopjes of a bygone era this Estate offers a very special peace that becomes apparent to all as they enter the gates of this prestigious location in Irene, Pretoria.

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 Cornwall Hill HOA NPO.

5. Information available in terms of other legislation

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

- 5.1 BBBEE Act 53 of 2003
- 5.2 Companies Act 61 of 1973
- 5.3 Companies Act 71 of 2008
- 5.4 Consumer Protection Act 68 of 2008
- 5.5 Deeds Registries Act 47 of 1937
- 5.6 Employment Equity Act 55 of 1998
- 5.7 Income Tax Act 58 of 1962
- 5.8 Nonprofit Organisations Act 71 of 1997
- 5.9 Promotion of Access to Information Act 2 of 2000
- 5.10 South African Revenue Services Act 34 of 1997

- 5.11 Skills Development Levies Act 9 of 1999
- 5.12 Skills Development Act 97 of 1998
- 5.13 Unemployment Contributions Act 4 of 2002
- 5.14 Unemployment Insurance Act 63 of 2001
- 5.15 Value Added Tax Act 89 of 1991

6. Information automatically available

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

- 6.1 Newsletters
- 6.2 <http://www.cornwallhill.co.za>

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 Bank statements, cheque books, cheques
- 7.1.4 Customer and supplier statements and invoices
- 7.1.5 Cash books and petty cash books
- 7.1.6 Fixed asset register
- 7.1.7 Tax returns and assessments
- 7.1.8 VAT returns
- 7.1.9 Auditor's reports
- 7.1.10 Record of assets
- 7.1.11 Record of liabilities
- 7.1.12 Record of revenue
- 7.1.13 Record of expenses

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 Insurance

- 7.4.1 Claim records

- 7.4.2 Details of coverage, limits and insurers
- 7.4.3 Insurance policies

7.5 Personnel Records

- 7.5.1 Employee information records
- 7.5.2 Employee remuneration
- 7.5.3 Employee date of birth
- 7.5.4 Employment contracts
- 7.5.5 IRP 5 and IT 3 certificates
- 7.5.6 Payroll
- 7.5.7 Personnel file

7.6 Statutory Business Records

7.7 Tax

- 7.7.1 Income tax returns
- 7.7.2 Provisional tax returns
- 7.7.3 Tax assessments
- 7.7.4 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 Cornwall Hill HOA NPO, 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.

9. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Cornwall Hill HOA NPO, from the South African Human Rights Commission and at <http://www.cornwallhill.co.za>.

10. Signature

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.	
Name of Information Officer:	Dirk Heyns
Signature:	
Date:	19/12/2011