



## **PROMOTION OF ACCESS TO INFORMATION ACT MANUAL**

### **EPILEPSY SOUTH AFRICA NATIONAL OFFICE (NPO 001-911)**

**This manual has been prepared in terms of Section 51 of the Promotion of Access to Information Act (No 2 of 2000)**

#### **Section 51(1)(a)**

Name of Private Body	Epilepsy South Africa National Office
Designated Information Officer	Marina Clarke (Acting National Director)
E-mail address of Information Officer	<a href="mailto:economicdev.no@epilepsy.org.za">economicdev.no@epilepsy.org.za</a>
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Street address	Ground floor, Syfin House, Fairway Close, Parow, Cape Town
Tel number	(021) 595-4900
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Website	<a href="http://www.epilepsy.org.za">www.epilepsy.org.za</a>

#### **Section 51(1)(b)**

A Guide has been compiled in terms of Section 10 of the PAIA by the South African Human Rights Commission (SAHRC). It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

To gain access to the SAHRC's guide to the Act, please direct any queries to:

The South African Human Rights Commission, PAIA Unit, The Research and Documentation Department

Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484-7146

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

**The latest notice in terms of Section 52(2) (if any):**

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

**Records available in terms of other legislation: Section 51(1)(d)**

- Basic Conditions of Employment Act, No 75 of 1997
- Companies Act, No 61 of 1973
- Employment Equity Act, No 55 of 1998
- Income Tax Act, No 58 of 1962
- Intellectual Property Laws Amendment Act, No 38 of 1997
- Lotteries Act, No 57 of 1997
- Non-profit Organisations Act, No 71 of 1997
- Unemployment Insurance Act, No 4 of 2002
- Value Added Tax Act, No 89 of 1991
- Occupational Health and Safety Act, No 85 of 1993
- Compensation of Occupational Injuries and Diseases Act, No 130 of 1993

**Subjects and categories of records held by Epilepsy South Africa National Office:  
Section 51(1)(e)**

Records in terms of the Non-profit Organisations Act, No 71 of 1997

- Constitution
- Registration Certificate
- Minutes of meetings of the National Board
- Records relating to the appointment of directors/auditors/secretary/public officer and other officers

Financial records

- Annual financial statements
- Tax returns
- Accounting records
- Banking records
- Bank statements
- Paid cheques
- Electronic banking records
- Asset register

#### Income tax records

- PAYE records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances, including VAT, Regional Services Levies, Skills Development Levies, UIF, Workmen's Compensation

#### Personnel documents and records

- Employment contracts
- Employment equity plan (if applicable)
- Medical aid records
- Pension fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training manuals
- Personnel policies and procedures

#### Donor records

- Fundraising agreements with donors
- Working papers and notes
- Records, reports, designs and the like generated for donors
- Records generated pertaining to the donor, including transactional records

#### Codes of conduct and policies (both internal and external)

- Social development
- Economic development
- Finances
- Nursing services
- Marketing/Education
- Fund development
- Governance
- Legislation
- Administration and General

- Residential care
- Personnel
- Skills development

**Details on how to make a request for access: Section 51(e)**

- The requester must complete [Form C](#) and submit this form together with a request fee to the National Director.
- The form must be submitted to the National Director at his/her address, fax number or electronic mail address.
- The form must:
  - Provide sufficient particulars to enable the National Director to identify the record(s) requested and to identify the requester.
  - Indicate which form of access is required.
  - Specify a postal address, fax number or e-mail address of the requester in the Republic.
  - Identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right.
  - If, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner.
  - If the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the National Director.
  - If the requester does not use the standard form (Form C), the request may be rejected for lack of procedural compliance, refused (if insufficient information is provided) or delayed.
  - Please note that requesters are also required to pay the prescribed [fees](#). The list of prescribed [fees](#) in respect of requests, and in respect of access to records (if the request is granted) is attached as [Annexure 1](#).
  - The National Director must notify the requester (other than a personal requester) of the prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to Court against the tender or payment of the request fee.
  - The National Director will then make a decision on the request and notify the requester in the required form.
  - If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

Kindly note that all requests to the National Office of Epilepsy South Africa will be evaluated and considered in accordance with the Act.

Publication of this manual and describing the categories and subject matter of information held by Epilepsy South Africa National Office does not give rise to any rights to access to such information or records, except in terms of the Act.

**Availability of the manual: Section 51(3)**

In addition to the availability of this manual at the SAHRC, it is available on the website of Epilepsy South Africa ([www.epilepsy.org.za](http://www.epilepsy.org.za)).