

**DO IT 4 CHARITY CC**  
(Reg No: CK2008/189146/23)  
Manual in terms of Section 51 of the  
Promotion of Access to Information Act, 2 of 2000  
(hereinafter referred to as the "Act")

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## **1. Introduction**

The Promotion of Access to Information Act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights.

Specifically, section 51(1) of the Act provides that within six months after the commencement of this section (now the 31st December 2011) or within six months after coming into existence of the private body concerned, the head of a private body must compile a manual that must contain information regarding the subjects and categories of records held by such private bodies.

In this context, a "private body" is defined as any natural person who carries or has carried on any trade, business or profession, but only in such capacity or any partnership which carries or has carried on any trade, business or profession or any former or existing juristic person (e.g. any company, close corporation or business trust).

DO IT 4 CHARITY CC falls within the definition of a "private body" and this Manual has been compiled in accordance with the said provisions and to fulfill the requirements of the Act.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act expressly provides that the information may not be released. In this context, Section 9 of the Act recognises that access to information can be limited. The limitation relates to circumstances where such release would pose a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

Accordingly, this manual provides a reference to the records held by DO IT 4 CHARITY CC. 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 DO IT 4 CHARITY CC.

## **2. Business and Contact Details**

**Head of Business:** Mrs Sheila McCallum

**Position:** Member

**Postal Address:** P O Box 321 Kloof, 3640

**Physical Address:** 4A Spencer Place, Kloof 3610

**Telephone Number:** 031 764-5123

**Fax Number:** 086 673-6252

**Email Address:** [info@doit4charity.co.za](mailto:info@doit4charity.co.za)

## **3. Guide in terms of Section 10 of The Act**

In accordance with Section 10 of the Act, the South African Human Rights Commission (SAHRC) has published a Guide containing information reasonably required by a person wishing to exercise or protect any right contemplated in terms of the Act.

This Guide appears on the SAHRC's website and a copy may be obtained in all official languages, from:

The South African Human Rights Commission  
Private Bag X2700  
Houghton 2041  
Tel: 011 877 3600  
Fax: 011 403 0625

Copies of the Guide are also available at the following places:

- The office of the Government Communications and Information Services;
- Library of Parliament, Cape Town;
- The South African Library, Cape Town;
- Natal Society Library, Pietermaritzburg;
- The State Library in Pretoria;
- City Library Services, Bloemfontein;
- All Magistrates' Offices;
- All offices of the Department of Justice and Constitutional Development;
- All Post Offices.

#### **4. Records available in terms of Section 52(2) of the Act**

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

- Basic Conditions of Employment Act 75 of 1987;
- Consumer Protection Act 68 of 2008;
- Electronic Communications and Transactions Act 25 of 2002
- Income Tax Act 58 of 1962;
- Promotion of Access to Information Act 2 of 2000;
- Unemployment Contributions Act 4 of 2001;
- Unemployment Insurance Act 63 of 2001

**The above list is not exhaustive.**

## **5. Information automatically available**

All information relating to the scope of the business, and the Terms and Conditions governing its use by members of the public, may be found on the website, [www.doit4charity.co.za](http://www.doit4charity.co.za)

## **6. 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 sections 62 to 69 of The Act.

### **Administration**

General Correspondence

Founding Documents

Minutes of Management Meetings

Charity Payment Records

### **Information Technology**

Client/supporter databases

### **Finances**

Annual Financial Statements

Asset Register

Banking Records

Financial Transactions

Tax Records

## **7. Information Request Procedure**

The requester must use the prescribed Form C (available from our offices or from the SAHRC website [www.sahrc.org.za](http://www.sahrc.org.za) ) to make the request for access to a record.

The request must be made to the Head of Business named in Section 2 above at the address, fax number or electronic mail address of the business.

The requester must provide sufficient detail on the request form to enable the Head of Business to identify the record and the requester. The requester should also indicate which form of access is required.

The requester must identify the right that is sought to be exercised or to be protected and must provide an explanation of why the requested record is required for the exercise or protection of that right.

If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of Head of Business aforesaid.

The prescribed request fee must be attached.

We will respond to your request within 30 days of receiving the request by indicating whether your request for access has been granted or denied.

Please note that the successful completion and submission of a request for access form does not automatically allow the requestor access to the requested record.

Access will be granted to a record only if the following criteria are fulfilled:

- The record is required for the exercise or protection of any right; and
- The requestor complies with the procedural requirements set out in the Act relating to a request; and
- Access to the record is not refused in terms of any ground for refusal as contemplated in Chapter 4 of Part 3 of the Act.

## **8. Denial of access**

Access to any record may be refused under certain limited circumstances. These include:

- The protection of personal information from unreasonable disclosure concerning any natural person;
- The protection of commercial information held concerning any third party (for example trade secrets);
- The protection of financial, commercial, scientific or technical information that may harm the commercial or financial interests of any third party;
- Disclosures that would result in a breach of a duty of confidence owed to a third party;
- Disclosures that would jeopardize the safety or life of an individual;
- Disclosures that would prejudice or impair the security of property or means of transport;
- Disclosures that would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- Disclosures that would prejudice or impair the protection of the safety of the public;
- Disclosures that are privileged from production in legal proceedings unless the privilege has been waived;
- Disclosures of details of any computer programme;
- Disclosures that will put DO IT 4 CHARITY CC at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
- Disclosures of any record containing any trade secrets, financial, commercial, scientific, or technical information that would harm the commercial or financial interests of DO IT 4 CHARITY CC
- Disclosures of any record containing information about research and development being carried out or about to be carried out by DO IT 4 CHARITY CC.

If access to a record or any other relevant information is denied, our response will include:

- Adequate reasons for the refusal; and
- Notice that you may lodge an application with the court against the refusal and the procedure including details of the period for lodging the application.

## **9. Fees**

The applicable fees are prescribed in terms of the Regulations promulgated under the Act. There are two basic types of fees payable in terms of the Act.

### **Request Fee**

The non-refundable request fee of R 50 (excluding VAT) is payable on submission of any request for access to any record. This does not apply if the request is for personal records of the requestor. No fee is payable in such circumstances.

### **Access Fee**

The access fee is payable prior to being permitted access to the records in the required form. The applicable fees are prescribed in terms of Part III of Annexure A as identified in Government Notice Number 187, Regulation 11.

## **10. Manual Availability**

This Manual is available at the offices of the South African Human Rights Commission. Copies may also be obtained from the Head of Business of DO IT 4 CHARITY CC In respect of hard copies, any transmission costs or postage will be for the account of the requester.