

CLUB MILOS HOMEOWNERS ASSOCIATION NPC

MANUAL IN TERMS OF SECTION 51 OF ACT 2 OF 2000

1. INFORMATION REQUIRED UNDER SECTION 51(1)(a) OF THE ACT

- 1.1. Registration number: **1999/011167/08**
- 1.2. Postal address of Club Milos Homeowners Association NPC: **P O Box 277, Sasolburg, 9570.**
- 1.3. Street address of Club Milos Homeowners Association NPC: **Club Milos, Vaal River, Metsimaholo, 1911**
- 1.4. Tel No. Chair of Club Milos Homeowners Association NPC: **011 290 4000 (PL Carstensen)**
- 1.5. Fax No. of Club Milos Homeowners Association NPC: **011 615 2221**
- 1.6. Email address of chair of Club Milos Homeowners Association NPC: paulc@law.co.za
- 1.7. Website: www.clubmilos.co.za.
- 1.8. Managing Agent: **Alan J Corrigan, COR-AL Property Management Solutions; Tel: 011 656 3885 Email: alanc@cor-alprop.co.za.**

2. DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)

- 2.1. A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.
- 2.2. The Guide is available for inspection, inter alia, at the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St Andrews Street, Parktown and on its website at www.sahrc.org.za.

3. THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):

- 3.1. 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.

4. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

- 4.1. Records available in terms of other legislation are as follows:
 - 4.1.1. Labour Relations Act 66 of 1995

- 4.1.2. Employment Equity Act 55 of 1998
- 4.1.3. Basic Conditions of Employment Act 75 of 1997
- 4.1.4. Compensation for Occupational Injuries and Disease Act 130 of 1993
- 4.1.5. Companies Act 61 of 1973
- 4.1.6. Unemployment Insurance Act 63 of 2001
- 4.1.7. Value Added Tax Act 89 of 1991
- 4.1.8. Income Tax Act 58 of 1962
- 4.1.9. Skills Development Act 9 of 1999
- 4.1.10. Community Schemes Ombud Service Act 9 of 2011

5. **SUBJECTS AND CATEGORIES OF RECORDS HELD BY CLUB MILOS HOMEOWNERS ASSOCIATION NPC: SECTION 51(1)(e)**

- 5.1. Documents of incorporation.
- 5.2. Memorandum of Incorporation.
- 5.3. Minutes of Board of Directors meetings.
- 5.4. Records relating to the appointment of directors / auditor / secretary / public officer and other officers.
- 5.5. Member register and other statutory registers.
- 5.6. Community Participation Rules.
- 5.7. Rules for Conduct of Estate Agents.
- 5.8. Rules for Conduct of Contractors.
- 5.9. Design Manual.
- 5.10. Additional Conduct Rules – Boat Houses.
- 5.11. Returns under Community Schemes Ombud Service Act 9 of 2011

6. **FINANCIAL RECORDS**

- 6.1. Annual Financial Statements.
- 6.2. Tax Returns.

- 6.3. Accounting Records.
- 6.4. Banking Records.
- 6.5. Asset Register.
- 6.6. Rental Agreements.
- 6.7. Invoices.

7. **INCOME TAX RECORDS**

- 7.1. PAYE Records.
- 7.2. Documents issued to employees for income tax purposes.
- 7.3. Records of payments made to SARS on behalf of employees.
- 7.4. All other statutory compliances:
 - 7.4.1. VAT;
 - 7.4.2. Regional Services Levies;
 - 7.4.3. Skills Development Levies;
 - 7.4.4. UIF; and
 - 7.4.5. Workmen's Compensation.

8. **PERSONNEL DOCUMENTS AND RECORDS**

- 8.1. Employment contracts;
- 8.2. Disciplinary records;
- 8.3. Salary records;
- 8.4. SETA records;
- 8.5. Disciplinary code; and
- 8.6. Leave records.

9. **DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)**

- 9.1. The requestor must complete the requisite form and submit this form together with a request fee, to the head of the private body.
- 9.2. The form must be submitted to the head of the private body at his/her

address, fax number or electronic mail address.

9.3. The form must:

- 9.3.1. provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requestor;
- 9.3.2. indicate which form of access if required;
- 9.3.3. specify a postal address or fax number of the requestor in the Republic;
- 9.3.4. identify the right that the requestor is seeking to exercise protect and provide an explanation of why the requested record is required for the exercise or protection of that right;
- 9.3.5. if in addition to a written reply, the requestor 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;
- 9.3.6. if the request is made on behalf of another person, to submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the head of the private body.

(club.co.docs.12.1.20)