



FORM C - REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000)

This annexure must accompany the cover letter addressed to the Estate Manager

A. Particulars of CCHA Portfolio

Cedar Creek Homeowners Association (CCHA)
Cedar Creek Estate
First Avenue
Needwood Ext. 8
E-mail: JohanB@trafalgar.co.za

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or email address in the Republic to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number: _____

Postal address / Erf No.:

Mobile number: _____

Telephone number: _____

E-mail address: _____

Capacity in which the request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed only if a request for information is *made on behalf of another person*.

Full names and surname:

Identity number: _____

D. Particulars of record

(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.

(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

E. Fees

(a) A request for access to a record will be processed only after a request fee has been paid. The request fee must be paid into the following account:

Bank: _____

Account number: _____

Branch name: _____

Branch number: _____

Please ensure that you use the following reference for your deposit or we will not be able to identify it as belonging to you:

“CCHA” followed by your initial(s) and surname

e.g. If your initials and surname is AN Smith, you must use *CCHA AN Smith* as your reference.

You must submit proof of payment of the request fee together with this request form.

(b) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.

(c) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this ____ day of _____ 2014

Signature of requester / person on whose behalf request is made

FOR CCHA INTERNAL USE ONLY

Reference number:

Estate Manager:

Request fee (if any): R

Access fee: R

SIGNATURE OF CHAIRMAN OF CCHA (or duly authorised representative)



SECTION 51 MANUAL FOR Cedar Creek Homeowners Association (CCHA) Reg 2005/016517/08

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

Postal Address of CCHA: C/O Trafalgar, P.O. Box 782813, Sandton, 2146

Street Address of CCHA: First Avenue, Cedar Creek Estate, Needwood Ext. 8

Tel. No of Estate Manager of CCHA (Pty): (072) 621 3812

E- Mail address of Estate Manager of CCHA: JohanB@trafalgar.co.za

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

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.

The Guide is available for inspection, *inter alia*, at the office of 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.

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)

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

SUBJECTS AND CATEGORIES OF RECORDS HELD CCHA: SECTION 51(1)(e)

1. COMPANIES ACT RECORDS

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers



- Share Register and other statutory registers

2. FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
 - Bank Statements
 - Paid Cheques
 - Electronic banking records
- Asset Register
- Rental Agreements
- Invoices

3. 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:
 - VAT
 - Regional Services Levies
 - Skills Development Levies
 - UIF
 - Workmen's Compensation

4. 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

DETAIL 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 Estate Manager of the private body.
- The form must be submitted to the Estate Manager of the private body at his/ her address, or electronic mail address
- The form must:
 - provide sufficient particulars to enable the Estate Manager of the private body to identify the record/s requested and to identify the requester,



indicate which form of access is required,
specify a postal address or fax number 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 Estate Manager of the private body.