

SOUTHERN AFRICA INSTITUTE OF FUNDRAISING



SECTION 51 MANUAL

Prepared in terms of the requirements of the
Promotion of Access to Information Act No 2 of 2000

Date of latest update: August 2005

SECTION A: INTRODUCTION TO SOUTHERN AFRICA INSTITUTE OF FUNDRAISING

The Southern Africa Institute of Fundraising (SAIF) is the Professional Institute representing and supporting the fundraising profession in Southern Africa. It is an individual member-based countrywide organisation with branches in regional centres.

The Institute aims to serve as a responsible and representative forum for:

- the discussion of matters of common interest and concern
- the exchange of ideas and benefits of experience
- the gathering and dissemination of information of value to those engaged in the profession of fundraising, both to the causes on whose behalf they work and to the community at large.
- The promotion and maintenance of high standards of ethics and practice and public service in all sectors of charitable endeavour.

SECTION B: PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details [Section 51(1)(a)]

All requests for information in terms of this manual should be directed to:

The Secretary
P O Box 2913
North Riding 2162

Offices:
374 Boundary Road,
North Riding,
Randburg, Gauteng

Tel: 011 794 5224
Fax: 011 794 8054
Email: admin@saifundraising.org.za
Web: www.saifundraising.org.za

Auditors:
Colin Smith & Co
P O Box 130674
Bryanston 2074
Tel: 011 706 1703
Fax: 011 463 2686

PBO Registration Number: PBO applied for – awaiting reply from SARS
Non-profit organisation number: 008-166 NPO

Council Executive Members:

President	Frances Lake
Vice President	Sue Brophy-Smith
Secretary	Sandy Heyman
Treasurer	Brian Bailey

2. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The Guide will be available from the South African Human Rights Commission

Please direct any queries to:

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

Postal address: Private Bag 2700

Houghton

2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation [Section 51(1)(d)]

The Institute keeps information/documents in accordance with the following legislation (please note that this list is not exhaustive):

Basic Conditions of Employment Act No 75 of 1997

Labour Relations Act No 66 of 1995

Nonprofit Organisations Act No 71 of 1997

Skills Development Act No 97 of 1998

Skills Development Levies Act No 9 of 1999

Unemployment Insurance Act No 30 of 1966

Income Tax Act No 95 of 1967

Lotteries Act of 1997

4. Access to the records held by the Southern Africa Institute of Fundraising [Sections 51(1)(c) and 51(1)(e)]

i. Information that is freely available from the office or from the website

www.saifundraising.org.za:

Constitution

Annual reports and financial statements

Membership application forms

Marketing and promotional literature

Media releases and policy statements

Branch programme information

ii. Records that may be requested: [Sections 51(1) (e)]

Please note that recording a category or subject matter in this manual does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case-by-case basis in accordance with the provisions of the Act.

FINANCIAL RECORDS

- Annual Financial Statements
- Taxation and accounting records
- Statutory Returns
- Banking records and mandates

SECRETARIAL

- Constitution
- Annual reports
- Compliance returns in terms of NPO Status
- Registration with SARS as a PBO
- Institute legal records
- Minutes of meetings
- Policy and procedure statements

- Membership records
- Internal records and correspondence
- Insurance records

HUMAN RESOURCES

- Service provider contracts

iii. The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the Secretary, SAIF Council. This request must be made to the address, fax number or electronic mail address of the Southern African Institute of Fundraising [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the Secretary to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Secretary [s 53(2)(f)].

Fees:

- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:
- The Secretary must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the Secretary has made a decision on the request, the requester must be notified on the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

5. Other information as may be prescribed [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual [Section 51(3)]

The Manual is available for inspection at the offices of the Southern Africa Institute of Fundraising, free of charge. Copies are available from the SAHRC and in the Gazette. In respect of hard copies, any transmission costs/postage will be for the account of the requester.