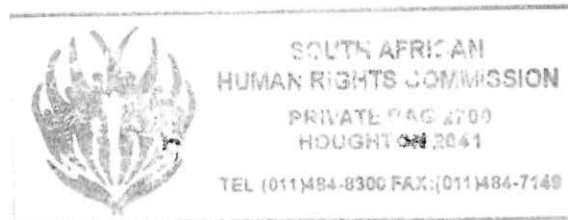


Southern Equatorial Ferrari Automobili Club

Manual in terms of section 51 of the
Promotion of Access to Information Act, 2 of 2000



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 section 62 to 69 of The Act.

6.1 Accounting records

- 6.1.1 Annual financial statements and working papers
- 6.1.2 General ledger
- 6.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 6.1.4 Bank statements, cheque books, cheques
- 6.1.5 Customer and supplier statements and invoices
- 6.1.6 Deposit slips
- 6.1.7 Cash books and petty cash books
- 6.1.8 Tax returns and assessments
- 6.1.9 VAT returns
- 6.1.10 Lease or instalment sale agreements
- 6.1.11 Budgets and business plans
- 6.1.12 Insurance records
- 6.1.13 Investment records
- 6.1.14 Reviewer's reports
- 6.1.15 Inventory records (including stock take)
- 6.1.16 Systems documentation
- 6.1.17 Record of revenue
- 6.1.18 Record of expenses

6.2 Auditors

- 6.2.1 Working papers
- 6.2.2 Correspondence

6.3 Health and Safety

- 6.3.1 Register, record of earnings, time worked, payment and particulars of all employees

6.4 Information Technology

- 6.4.1 Agreements
- 6.4.2 Audits
- 6.4.3 Client database
- 6.4.4 Hardware
- 6.4.5 Internet
- 6.4.6 Licenses
- 6.4.7 Systems support, programming and development
- 6.4.8 LAN Installations
- 6.4.9 Operating systems
- 6.4.10 Software packages
- 6.4.11 Telephone lines, leased lines and data lines

6.5 Insurance

- 6.5.1 Claim records
- 6.5.2 Details of coverage, limits and insurers
- 6.5.3 Insurance policies

- 6.10.3 Resolutions
- 6.10.4 Rules

6.11 Tax

- 6.11.1 Income tax returns
- 6.11.2 Tax assessments
- 6.11.3 VAT documents
- 6.11.4 Vendors information


7. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Southern Equitorial Ferrari Automobili Club, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

8. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Southern Equitorial Ferrari Automobili Club, from the South African Human Rights Commission and at www.sefac.co.za.

9. Signature

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.	
Name of Information Officer:	Alison Strydom
Signature:	
Date:	24 November 2015

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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

(Act No. 2 of 2000))

[Regulation 10]



A. Particulars of private body

The Head:

B. Particulars of the 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 fax number 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:

Fax number: _____ Telephone number:

E-mail address:

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



SOUTH AFRICAN
HUMAN RIGHTS COMMISSION
PRIVATE BAG 4793
HOUGHTON 2041
TEL (011) 484-8300 FAX (011) 484-7149

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.

Fill 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 applicable:
3. Any further particulars

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after **request fee** has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) 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
- (d) If you qualify for an exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form of record is required.

Disability:	Form in which record is required:
-------------	-----------------------------------

Mark the appropriate box with an X

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fees payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed from:					
	Copy of record*		Inspection of record		
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc):					
	View the images		Copy of the images*	transcription of the images*	
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record	copy in computer readable form* (stiffy or compact disc)	
*if you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?				YES	NO
Postage is payable.					

G. 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 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 whenever 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 decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20

SIGNATURE OF THE REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE

Forms D and E have been inserted by the Amendment of Regulations published in Government

Gazette No: 29914bdated 1June 2007]

FORM D

AUTOMATICALLY AVAILIABLE RECORDS AND ACCESS TO SUCH RECORDS:

(Section 15 of the Promotion of Access to Information Act 2000

(Act 2 of 2000))

[Regulation 5A]

DESCRIPTION OF CATERGORY OF RECORDS AUTOMATICALLY AVAILIABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15(1)(b))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
FOR PURCHASINGIN TERMS OF SECTION 15(1)(a)(ii):	
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
AVAILIABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):	

Forms D and E have been inserted by the Amendment of Regulations published in Government

Gazette No: 29914bdated 1June 2007]

FORM E

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

(Section 52 of the Promotion of Access to Information Act 2000

(Act 2 of 2000))

[Regulation 9A]

DESCRIPTION OF CATERGORY OF RECORDS AUTOMATICALLY AVAILIABLE IN TERMS OF SECTION 52(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 52(1)(b))
FOR INSPECTION IN TERMS OF SECTION 52(1)(a)(i):	
FOR PURCHASINGIN TERMS OF SECTION 52(1)(a)(ii):	
FOR COPYING IN TERMS OF SECTION 52(1)(a)(ii)	
AVAILIABLE FREE OF CHARGE IN TERMS OF SECTION 52(1)(a)(iii):	

FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in the regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

(a)	For every photocopy of an A4-size page or part thereof	1, 10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in a electronic or machine-Readable form	0, 75
(c)	For a copy in a computer-readable form on-	
	(i) Stiffy disc	7, 50
	(ii) compact disk	70, 00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	40, 00
	(ii) For a copy of visual images	60, 00
(e)	(i) For a transcription of an audio record, For an A4-size page or part thereof	20, 00
	(ii) For a copy of an audio record	30, 00

3. The requested fee payable by a requester, other than a personal requester, referred to in Regulation 11(2) is R50, 00

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

(a)	For every photocopy of an A4-size page or Part thereof	1, 10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0, 75
(c)	For a copy in a computer-readable form on-	
	(i) Stiffy disc	7, 50
	(ii) Compact disc	70, 00
(d)	For a transcription of visual images, for an A4-size page or part thereof	40, 00
(ii)	For a copy of visual images	60, 00
(e)	(i) For a transcription of an audio record,	

for an A4-size page or part thereof

20, 00

(ii) For a copy of an audio record

30, 00

(f) To search for and prepare the record for disclosure, R30.00 each hour per part of an hour reasonably required for such and preparation.

(2) For the purpose of section 54(2) of the Act, the following applies:

(a) Six hours as the hours to be exceeded before a deposit is payable; and

(b) One third of the access fee is payable as a deposit by the request.

(3) The actual postage is payable when a copy of a record must be posted to a requester.