

CHRISTELIKE LEKTUURFONDS / CHRISTIAN LITERATURE FUND

(Registration Number: 020-595-NPO)

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

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF CHRISTELIKE LEKTUURFONDS / CHRISTIAN LITERATURE FUND (REGISTRATION NUMBER: 020-595-NPO)

1. CONTACT PARTICULARS

Head of business:	Charmaine Stoffberg	Information officer:	Charmaine Stoffberg
Postal Address:	Private Bag X19 WELLINGTON 7654	Physical Address:	19 Oude Point Street Wellington Industrial Park WELLINGTON 7655
Telephone Number:	021 8736964	Fax Number:	021 8643678
E-mail Address:	charmaine@clf.co.za		
Website:	www.clf.co.za		

2. INTRODUCTION

The development of free and affordable reading material in all the SA languages with the establishment and building of healthy values within the family and the community.

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	(+27)11 877 3600
Fax Number:	(+27)11 403 0625
Website:	www.sahrc.org.za

4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

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

5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Nonprofit Organisations Act 71 of 1997
- Occupational Health and Safety Act 85 of 1993
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- www.clf.co.za
- Pricelists
- Marketing and Promotional Material
- Reports
- Posters
- Pamphlets \ Brochures
- Newsletters

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

Statutory Business Records

- Resolutions
- Minute Books

Accounting Records

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Deposit slips
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Budgets and business plans
- Insurance records
- Investment records

- Auditor's reports
- Inventory records

Fixed Property

- Title deeds

Insurance

- Claim records
- Insurance policies

Personnel Records

- Attendance register
- Disciplinary records
- Employee evaluation and performance records
- Employee information records
- Employment applications
- Employment contracts
- Health and safety records
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Payroll
- Personnel File
- Salary and wage registers
- Salary slips and wage cards
- UIF, PAYE and SDL returns
- Workmen's Compensation Documents

Sales and Marketing

- Brochures, newsletters and marketing material
- Customers
- Media releases
- Products
- Public relations policies and procedures
- Sales
- Service and product information

Other Records

- Constitution

8. GENERAL

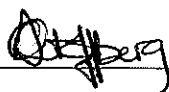
N/A

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of CHRISTELIKE LEKTUURFONDS / CHRISTIAN LITERATURE FUND, 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.

10. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of CHRISTELIKE LEKTUURFONDS / CHRISTIAN LITERATURE FUND, from the South African Human Rights Commission and at: www.clf.co.za.



8.6.2016