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No. 24440

## MANUAL

IN ACCORDANCE WITH

THE PROMOTION OF ACCESS TO  
INFORMATION ACT (NO. 2 OF 2000)



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

**INDEX**

<b>Company Name</b>	<b>Gazette No.</b>	<b>Date</b>	<b>Page No.</b>
Westford Bridge Home Owners' Association	24440	18-2-2003	3

**WESTFORD BRIDGE HOME OWNERS' ASSOCIATION**  
(Association Incorporated under Section 21 of the Companies Act, 1973)  
Reg. No.: 1997/008995/08

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF  
THE PROMOTION OF ACCESS TO INFORMATION ACT, NO. 2 OF 2000  
("the Act")**

**PART I**

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

**Name of body:** WESTFORD BRIDGE HOME OWNERS ASSOCIATION

**Chief Executive:** P J P CRONJE

**Address:** 37 WESTFORD BRIDGE  
PHANTOM PASS ROAD  
KNYSNA

**Postal Address:** P O BOX 2474  
KNYSNA  
6570

**Telephone No:** 044 386 0222

**Fax No:** 044 386 0223

**e-mail:** [cronje@icon.co.za](mailto:cronje@icon.co.za)

**PART II**

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

Section 51 (1) (b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available, and how to obtain access to it. The guide referred to in section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The regulations regarding the Promotion of Access to

Information published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

### **PART III**

(COPY OF NOTICE, IF ANY, REQUIRED UNDER SECTION 51 (1) (c) OF THE ACT)

Not applicable

### **PART IV**

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

**Records are kept in accordance with the following legislation:**

Income Tax Act

Companies Act No. 61 of 1973

**Other records:**

Register of members

### **PART V**

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

#### **Operational Information**

This information can be defined as information needed in the day to day running of the organisation and is generally of little or no use to persons outside the organisation.

#### **Communications**

Correspondence to and from persons within and without the organisation since incorporation.

#### **Circulars**

Copies of circulars issued to members.

## PART VI 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 head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars required to be so informed.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation as to why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- Access to certain records may be refused on the grounds set out in the Act.

### Fees:

- The head of the private body 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. A personal requester does not pay such a fee.
- The fee that the requester must pay to a private body is R50. The requester may make an application to the court against the tender or payment of the request fee.
- The head of the private body will make the decision on the request and notify the requester in 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.

**PART VII**  
**AVAILABILITY OF THE MANUAL**

The manual is available for inspection at the offices of this private body free of charge, furthermore it will be available at the offices of the Human Rights Commission.

**PART VIII**  
**PRESCRIBED FORMS AND FEE STRUCTURE**

The forms and fee structure prescribed under the Act are available at the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)) or the Department of Justice and Constitutional Development website ([www.doj.gov.za](http://www.doj.gov.za)) under "regulations".

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