Reg no. 2022/494091/08
013 757 0415 / 0824418147
shivon.wiggins@spandp.co.za
www.riversidecid.co.za

Promotion of Access to Information

This Manual is prepared in terms of Section 51 of the Promotion of Access to Information Act, 2000. The act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and/or protection of any right.

The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the act.

Introduction

Greater Riverside Biodiversity Initiative NPC's primary business purpose is the promotion and advancement of the communal interests of its members, to provide measures for the safety of persons and property and incidental matters in the precinct area.

Greater Riverside Biodiversity Initiative NPC supports the constitutional right of access to information and are committed to provide you access to records in accordance with the provisions of the Act, the confidentiality of third parties and the principles of South African law.

Contact Details

Name of Organisation	Greater Riverside Biodiversity Initiative NPC
Information Officer Registered with the Regulator	Shivon Wiggins
Address	Shop 41, The Grove Phase 2, Nelspruit, Mpumalanga, 1226
Information Officer Contact Number	082 441 8147

Guide of the South African Human Rights Commission

The Guide described in Section 10 of the Act is 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 11 484-7146
Website: https://www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

How to request access to records

Requests for access to records held by Greater Riverside Biodiversity Initiative NPC must be made on the request form that is available at the contact details listed, from the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations"). Note that requests need not be accompanied by payment BUT will only be processed upon payment of the prescribed fees.

Requests for access to records must be made to our Information Officer at the address, fax number or electronic mail address provided.

The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

The requester must identify the right that he or she 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 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 Information Officer of Greater Riverside Biodiversity Initiative NPC.

The standard form that must be used for the making of requests is attached as Annexure 1. Not using this form could cause your request to be refused (if you do not provide sufficient information or otherwise) or delayed.



Kindly note that all requests to Greater Riverside Biodiversity Initiative NPC will be evaluated and considered in accordance with the Act. Publication of this manual and describing the categories and subject matter of information held by Greater Riverside Biodiversity Initiative NPC does not give rise to any rights (in contract or otherwise) to access such information or records except in terms of the Act.

Voluntary Disclosure

Greater Riverside Biodiversity Initiative NPC has not published a notice in terms of Section 52(2) of the Act; however, it should be noted that the information relating to Greater Riverside Biodiversity Initiative NPC and its services is freely available at its offices and related websites. Certain other information relating to Greater Riverside Biodiversity Initiative NPC is also made available from time to time.

Applicable Legislation

Records are kept in accordance with such other legislation as applicable to Greater Riverside Biodiversity Initiative NPC, which includes, but is not limited to:
Close Corporations, Companies Act, Employment Equity Act, Employment Equity Regulations, Finance Act, Income Tax Act, Occupational Health And Safety Act, POPI Act, South African Revenue Service Act, Value Added Tax Act.

Although Greater Riverside Biodiversity Initiative NPC has used its best endeavours to supply you with a list of applicable legislation it is possible that the above list may be incomplete. Wherever it comes to Greater Riverside Biodiversity Initiative NPC attention that existing or new legislation allows a requester access on a basis other than that set out in the Act, we shall update the list accordingly.

Fees

The act provides for two types of fees:
A request fee, (which will be a standard fee) and an access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs where applicable. When a request is received by the information officer of the organisation, the information officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before further processing of the request. If a search for the record is necessary and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.



The information officer shall withhold a record until the requester has paid the fee or fees as indicated. A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form. If a deposit has been paid in respect of a request for access, which is refused, then the information officer shall repay the deposit to the requester.

Categories of records held

Agreements or Contract Records	Contracts concluded with Companies, Standard Agreements, Supplier Contracts
Client Documents and Records	Communication with Customers, Customer Contacts, Customer Contracts, Customer Details
Financial Records	Accounting Records, Annual Financial Statements, Asset Register, Banking details and bank accounts, Banking Records, Banks Statements, Financial Agreements, Invoices
Income Tax Records and Other Statutory Records	Statutory compliance documents relating to Tax and VAT
Marketing	Advertising and promotional material
Regulatory and Standards	Internal Guidelines, Internal Policies, Internal Standards, Licenses or Authorities
Statutory and Compliance	Certificate of Compliance, Certificate of Incorporation, Memorandum of Incorporation, Minutes of Board Meetings, Names of Directors, Records relating to the Appointment of Directors / Auditors / Secretaries / Public Officers and other officers, Statutory Information
Suppliers and Vendors	Supplier Contract Details, Supplier Contracts, Supplier details

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FORM C - 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)

A. Particulars of private body

The Head:

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 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 Name	
ID Number	
Address	
Date of Birth	
Email Address	
Phone Number	

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

I am the data subject	
I am acting on behalf of the data subject by virtue of power of attorney	
I am acting on behalf of the data subject as its parent or legal guardian	

C. Particulars of person requesting access to the record

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

Full Name	
ID Number	

D. Particulars of person requesting access to the 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.

Description of request	
Reference	
Any further particulars of record	

E. Particulars of person requesting access to the record

a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a 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 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 the record is required.

Disability	



Form in which record is required

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 fee payable for access for 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 form:

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 the soundtrack ☐ transcription of soundtrack ☐

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 ☐

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 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 | |

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE
