

# PROMOTION OF ACCESS TO INFORMATION ACT SECTION 51 MANUAL

## AFRICA INLAND MISSION INTERNATIONAL (SOUTH AFRICA) TRUST

### INTRODUCTION

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (“the Act”). 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.

#### 1. OVERVIEW

Africa Inland Mission International (South Africa) Trust supports the constitutional right of access to information and we are committed to provide you access to our records in accordance with the provisions of the Act, the confidentiality we owe third parties and the principles of South African law.

#### 2. AVAILABILITY OF THE MANUAL

A copy of this Manual is available on our website ([www.aimint.org/za](http://www.aimint.org/za)) or by sending a request for a copy to the Director by email. The Manual may also be obtained from the head office, the South African Human Rights Commission (“SAHRC”) or from the Government Printers. This Manual will be updated from time to time, as and when required.

#### 3. HOW TO ACCESS THE GUIDE AS DESCRIBED IN SECTION 10 OF THE ACT

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 X2700  
Houghton  
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

#### 4. VOLUNTARY DISCLOSURE

Africa Inland Mission International (South Africa) Trust has not published a notice in terms of Section 52(2) of the Act, however, it should be noted that the information relating to Africa Inland Mission International (South Africa) Trust and its services is freely available on Africa Inland Mission International’s website. Certain other information relating to Africa Inland Mission International (South Africa) Trust is also made available on such website from time to time.

Further information in the form of marketing brochures, advertising material and other public communication is made available from time to time.

#### 5. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Information is available in terms of the following legislation to the persons or entities specified in

such legislation:

Companies Act 61 of 1973

Income Tax Act 58 of 1962

Value Added Tax Act 89 of 1991

Labour Relations Act 66 of 1995

Basic Conditions of Employment Act 75 of 1997

Employment Equity Act 55 of 1998

Skills Development Levies Act 9 of 1999

Unemployment Insurance Act 30 of 1966

Electronic Communications and Transactions Act 25 of 2002.

Telecommunications Act 103 of 1996

Electronic Communications Act 36 of 2005

ICASA Act 13 of 2000

Film and Publications Act 65 of 1996

Regulation of Interception of Communications and Provision of Communication-related Information Act 70 of 2002

## **CONTACT DETAILS**

Organisation: Africa Inland Mission International (South Africa) Trust  
CEO: The Director, Rev Abraham Premanandham Joseph  
Postal Address: PO Box 109, Plumstead 7801  
Street Address: 1 Kirkwood Road, Plumstead 7800  
Telephone: (021) 761 5917  
Fax: (021) 797 3640  
Email: director.sa@aimint.net

## **NATURE OF ORGANISATION**

Africa Inland Mission International is a Christian mission organization which is evangelical, inter-denominational and international. Our primary purpose is to serve the church of Jesus Christ in its responsibility to make disciples of all nations, especially the peoples of Africa through a wide range of ministries including literacy, education, relief and community development, medical care, agricultural projects, Gospel Outreach, Bible translation, theological education etc. AIM South Africa is committed to various ministries in Africa under the following mission statement: **“Christ-Centred Churches among all African Peoples.”**

## **SUBJECTS AND CATEGORIES OF RECORDS HELD BY AFRICA INLAND MISSION INTERNATIONAL (SOUTH AFRICA) TRUST**

### **1. ORGANISATION RECORDS**

International: Constitution

Member Handbook

International Council Policy Manual

South Africa:

Trust Deed

Master's Certificate

Certificate of Registration of Non-profit Organisation (NPO No.)

Tax Exemption Letter from SARS (PBO No.)

Minutes of Quarterly Council Meetings

Minutes of Annual General Meetings

### **2. FINANCIAL RECORDS**

Finance Policies & Procedures Manual  
Annual Financial Statements  
Tax Returns  
Accounting Records  
Banking Records (Statements, Paid Cheques, Electronic banking records)  
Invoices  
Asset Register

### **3. INCOME TAX RECORDS**

PAYE Records  
Documents issued to employees for income tax purposes  
Records of payments made to SARS on behalf of employees  
UIF Records

### **4. PERSONNEL DOCUMENTS AND RECORDS**

Employment Policies & Procedures Manual  
Employment contracts  
South African Missionary Handbook  
Salary records  
Leave records

## **DETAILS ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)**

- The requester must complete Form C and submit the form together with a request fee to The Director, Africa Inland Mission International (South Africa) Trust.  
P O Box 109, Plumstead, 7801.  
The requester can also complete Form C and fax this form to 021 – 7973640 for the attention of The Director. The request fee to be deposited into the Africa Inland Mission International (South Africa) Trust bank account.  
The Requester can email the completed Form C to [director.sa@aimint.net](mailto:director.sa@aimint.net) The request fee to be deposited into the Africa Inland Mission International (South Africa) Trust bank account.
- The form must provide sufficient particulars to enable The Director of Africa Inland Mission International (South Africa) Trust to identify the record/s requested and to identify the requester,
  - indicate which form of access is required,
  - specify a postal address or fax number of the requester in the Republic of South Africa
  - identify the right that the requester 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 in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,
  - if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Director of Africa Inland Mission International (South Africa) Trust.

## **FORM C**

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

**A. Particulars of private body**

The Head: **The Director – Rev Abraham Premanandham Joseph  
Africa Inland Mission International (South Africa) Trust  
1 Kirkwood Road, Plumstead, 7800  
Telephone (021) 7615917 Fax (021) 7973640  
Email director.sa@aimint.net**

**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 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:

**C. Particulars of person on whose behalf request is made**

This section must be completed <i>ONLY</i> if a request for information is made on behalf of <i>another</i> person.
---

Full 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 available:

3 Any further particulars of record:

**E. Fees**

- |     |  |
|-----|--|
| (a) | A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.           |
| (b) | You will be <i>notified of</i> the amount required to be paid as the request fee.  |
| (c) | The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record. |
| (d) | If you qualify for exemption <i>of</i> the payment <i>of</i> 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:
Mark the appropriate box with an X.	
<p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

<b>1. If the record is in written or printed form:</b>					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
<b>2. If record consists of visual images</b> this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"		
<input type="checkbox"/>		<input type="checkbox"/>	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? Postage is payable.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

**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 .....20

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE