

MANUAL

**IN TERMS OF SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (PAIA)**

**READ WITH THE
PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPIA)**

**FOR THE
ALLIANCE FRANÇAISE OF JOHANNESBURG**

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1. INTRODUCTION TO THE ALLIANCE AND TYPE OF BUSINESS

The Alliance Française of Johannesburg is a value-added cultural environment specialising in the teaching of the French language and Francophone culture and promotion of cultural diversity. Tuition in the language of French is supplemented by an enriching programme of films, performing arts and lectures, a 12,000 volume library (the French Information Centre called Dibuka), social events and travel programmes to Francophone countries. The Alliance is a gateway to the French language, culture and civilisation for all the people living and working in South Africa.

The Website address is <https://jhb.alliance.org.za> search Johannesburg.

INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF PAIA

The Head of the Alliance Française of Johannesburg is Mr Gerald Candelle, the Director.

The Alliance Française of Johannesburg is registered as a Public Benefit Organisation, registration number **930 003 094**, and as a Nonprofit Organisation in terms of Act 71 of 1997, registration number **045-234-NPO**.

2. CONTACT DETAILS (SECTION 51)

Postal Address of head of the Alliance Française of Johannesburg:

P O Box 72067, Parkview, 2122

Street Address of head of the Alliance Française of Johannesburg:

17 Lower Park Drive, corner Kerry Road, Parkview, Johannesburg

Tel. No of head of the Alliance Française of Johannesburg: (011) 646 1169

Fax. No of head of the Alliance Française of Johannesburg: no fax

E- Mail address of head of the Alliance Française of Johannesburg:

director@jhb.alliance.org.za

3. PAIA SECTION 10 GUIDE (SECTION 51)

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, *inter alia*, at the office of the Human Rights Commission at Braampark Forum 3, 33 Hoofd Street, Braampark, Johannesburg and on its website at www.sahrc.org.za.

Responsibility for the Guide will transfer to the Information Regulator under the Protection of Personal Information Act 4 of 2013 (POPIA) in terms of section 114 of POPIA after 30 June 2021.

4. APPLICABLE LEGISLATION

The latest notice in terms of section 52(2): At this stage no notice affecting the Alliance Française of Johannesburg has been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

5. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

Records available in terms of other legislation are as follows:

- Income Tax Act 58 of 1962, especially section 30 on Public Benefit Organisations
- Value Added Tax Act 89 of 1991
- Labour Relations Act 66 of 1995
- Nonprofit Organisations Act 71 of 1997
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disabilities Act 130 of 1993
- Employment Equity Act 55 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001

SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE ALLIANCE FRANÇAISE OF JOHANNESBURG: SECTION 51(1)(e)

Category of record	Details of record	Availability
Public affairs	Information on courses, membership and the Gerard Sekoto Gallery	Freely available
Public Benefit Organisation and Companies Act	<ul style="list-style-type: none"> • Documents of incorporation • Constitution of the Alliance Française of Johannesburg as an association not for gain (an <i>universitas personarum</i>) registered as a PBO and an NPO. • Minutes of Committee of Management meetings (available to members only) • Records relating to the 	PAIA request (see below)

	<p>appointment of Committee of Management / director / auditor / secretary / public officer and other officers</p> <ul style="list-style-type: none"> • Other statutory registers including the Covid-19 records 	
Financial records	<ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records • Asset Register • Rental Agreements • Invoices 	PAIA request (see below)
Income Tax records	<ul style="list-style-type: none"> • PAYE Records • Documents issued to employees for income tax purposes • Records of payments made to SARS on behalf of employees • All other statutory compliance records: <ul style="list-style-type: none"> o VAT o Skills Development Levies o UIF o COIDA 	PAIA request (see below)
Personnel documents and records	<ul style="list-style-type: none"> • Employment contracts • Medical Aid records • Pension Fund records • Disciplinary records • Salary records • Leave records • Training records • Training Manuals 	PAIA request (see below)

6. THE POPIA REQUIREMENTS (SECTION 51)

Insofar as POPIA is concerned, please review the Alliance's privacy policy on its website at: <https://jhb.alliance.org.za> search Johannesburg.

7. FORM OF REQUEST (SECTION 53)

The requester must complete Form C of Annexure B to the Regulations regarding the Promotion of Access to Information Act 2 of 2000 (published under Government Notice R187 in Government Gazette 23119 of 15 February 2002 as amended by Government Notice R1244 in Government Gazette 25411 of 22 September 2003) and submit this form together with a request fee, to the head of the Alliance.

A request for access to a record of a private body must be made in the prescribed form to the head of the Alliance and at the Alliance's address or electronic mail address.

The form for a request for access must at least require the requester concerned-

- (a) to provide sufficient particulars to enable the head of the Alliance to identify-
 - (i) the record or records requested; and
 - (ii) the requester;
- (b) to indicate which form of access is required;
- (c) to specify a postal address or fax number of the requester in the Republic;
- (d) to identify the right 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;
- (e) 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 so informed; and
- (f) if the request is made on behalf of a person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the Alliance.

8. Prescribed fees (section 54)

The following applies to requests (other than personal requests):

A requestor is required to pay the prescribed fees before a request will be processed in terms of the Regulations regarding the Promotion of Access to Information published in [Government Notice R187 of 2002 in Government Gazette 23119 of 15 February 2002](#).

Records may be withheld until the fees have been paid.

The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za.

**EXTRACT FROM THE REGULATIONS
REGARDING THE PROMOTION OF ACCESS TO
INFORMATION 2 OF 2000**

Published under
GN R187 in GG 23119 of 15 February 2002
as amended by
GN R1244 in GG 25411 of 22 September 2003
GN R990 in GG 29278 of 13 October 2006
GN R466 in GG 29914 of 1 June 2007
GN 307 in GG 44404 of 1 April 2021

**ANNEXURE A
GENERAL: VALUE-ADDED TAX**

Public and private bodies registered under the Value-Added Tax Act, 1991 (Act 89 of 1991), as vendors may add value-added tax to all fees prescribed in this Annexure.

Part I

Fees in respect of guide

- 1 The fee for a copy of the guide as contemplated in regulations 2(3)(b) and 3(4)(c) is R0.60 for every photocopy of an A4-size page or part thereof.

Part II

Fees in respect of public bodies

- 1 The fee for a copy of the manual as contemplated in regulation 5(c) is R0.60 for every photocopy of an A4-size page or part thereof.
- 2 The fees for reproduction referred to in regulation 7(1) are as follows:

	Rand
(a) For every photocopy of an A4-size page or part thereof	0.60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.40
(c) For a copy in a computer-readable form on-	
(i) stiffy disc	5.00
(ii) compact disc	40.00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22.00
(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	12.00
(ii) For a copy of an audio record	17.00
- 3 The request fee payable by every requester, other than a personal requester,

referred to in regulation 7(2) is R35.00.

- 4 The access fees payable by a requester referred to in regulation 7(3) are as follows:

	Rand
(1) (a) For every photocopy of an A4-size page or part thereof	0.60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.0
(c) For a copy in a computer-readable form on-	
(i) stiffy disc	5.00
(ii) compact disc	40.00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22.00
(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	12.00
(ii) For a copy of an audio record	17.00
(f) To search for and prepare the record for disclosure, R15.00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	
(2) For purposes of section 22(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 requester.	
(3) The actual postage is payable when a copy of a record must be posted to a requester.	

Part III
Fees in respect of private bodies

- 1 The fee for a copy of the manual as contemplated in 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:

	Rand
(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)	(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 request 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:	
		Rand
(1)	(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)	(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
(f)	To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation.	
(2)	For purposes 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 requester.	
(3)	The actual postage is payable when a copy of a record must be posted to a requester.	

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