

**INFORMATION MANUAL - PRIVATE BODIES**

**SECTION 51 OF THE PROMOTION OF  
ACCESS TO INFORMATION ACT 2 of 2000  
(the “ ACT” )**

**Lima Rural Development Foundation (RF) NPC**

**Registration No: 1988/007392/08**

**INFORMATION MANUAL – PRIVATE BODIES**  
**SECTION 51 OF THE PROMOTION OF ACCESS**  
**TO INFORMATION ACT**

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## **PARTICULARS IN TERMS OF SECTION 51 AS PRESCRIBED**

### **1. CONTACT DETAILS**

#### **1.1 Company Information**

Full Name: Lima Rural Development Foundation (RF) NPC  
Shortened Name: Lima  
Registration Number: 1988/0077392/08  
Date of Incorporation: 30 December 1988  
Main Object: Rural Development  
Income Tax Number: 9163/111/20/7P  
Vat Number: 4920110303  
Directors: DA Stewart, NV Sibeko, NJ Dlamini  
PL Greene, PN Gumede  
Business Address: 2 Forrester's Lane,  
Pietermaritzburg.  
3201  
Registered Address: Same as above  
Postal Address: P.O. Box 11934  
Dorpspruit  
3206  
Telephone Number: +27 (0) 33 342 9043  
Email: headoffice@lima.org.za

#### **1.2 Information officer**

Name: Belinda Login  
Position: HR Manager  
Postal Address: P.O. Box 11934  
Dorpspruit  
3206  
Telephone Number: 033 342 9043  
Email: lindy@lima.org.za

## **2. HOW TO USE THE GUIDE (SECTION 10)**

A Guide has been compiled in terms of Section 10 of the Act by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by the Act. It is available in all official languages. The guide is available for inspection at the offices of the South African Human Rights Commission (“SAHRC”) and on its website at [www.sahrc.org.za](http://www.sahrc.org.za)

## **3. APPLICABLE LEGISLATION**

Legislation applicable to this Company includes but is not limited to:

- Basic Conditions of Employment Act, No 75 of 1997
- Companies Act, No 71 of 2008
- Compensation for Occupational Injuries and Health Diseases Act, No 130 of 1993
- Constitution of South Africa, Act 108 of 1996
- National Credit Act, Act 34 of 2005
- Consumer Protection Act, Act 68 of 2008
- Employment Equity Act 55 of 1998
- Income Tax Act, No 95 of 1967
- Insolvency Act, No 24 of 1936
- Insurance Act No 27 of 1943
- Long term Insurance Act, No 52 of 1998
- Short term Insurance Act, No 53 of 1998
- Labour Relations Act, No 66 of 1995
- Skills Development Levies Act, No 9 of 1999
- Skills Development Act, No 9 of 1999
- Trademarks Act, No 194 of 1993
- Unemployment Contributions Act, No 4 of 2002
- Unemployment Insurance Act, No 63 of 2001
- Value Added Tax Act, No 89 of 1991
- Employment Tax Incentive Act 2013 Act No 26 of 2013
- Tax Administration Act 2011 Act No 28 of 2011

## **4. ACCESS TO RECORDS HELD BY THE INFORMATION OFFICER**

### **4.1 Records that may be requested**

#### **4.1.1 Human Resources**

- Staff Recruitment Policies
- Staff Records
- Employment Contracts
- Remuneration Records
- Employment Conditions and Policies
- Staff Attendance Records

#### **4.1.2 Financial Department**

- Financial Statements
- Invoices
- Credit notes
- Receipts
- Asset Register
- Income Tax Reports and Summaries
- VAT reports and Summaries
- PAYE & SDL Reports and Summaries
- UIF Reports and Summaries
- Compensation Commissioner Report and Summaries
- General Trading Licenses
- Insurance Policies and claims

#### **4.1.3 Company Secretarial Department**

- Company Registers
- Minutes of Directors Meetings
- Trading Licenses

#### **4.1.4 Company Operations**

- Stock Records
- Software Programs and Licenses

## **4.2 Request Procedures that must be followed and fees paid (as Prescribed)**

### ***Form of Request***

- The requester must make use of the prescribed form to make the request for access to a record. This must be made to the Information Officer. This request must be made to the address, or electronic email address of the Information Officer concerned [s 52(1)].
- 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. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars so informed [s53(21(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and to provide an explanation of why the request record is required for the exercise or protection of that right [s 53(2) (d)].
- If a request is made on behalf of another 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. [s 53(2) (f)].
- The requester must make use of the prescribed form, which form is available on the website of the SAHRC at [www.sahrc.org.za](http://www.sahrc.org.za)

### ***Fees***

- A requester who seeks access to a record containing personal information about the requester is not required to pay a request fee. Every other requester, who is not a personal requester, must pay the prescribed request fee.
- The Information Officer 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 [s 54(1)].
- The fee that the requester must pay to the Information Officer is R50.

The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].

- After the Information Officer has made a decision on the request, the requester must be notified in the prescribed form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for the time spent that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].
- Fee structure is available on the website of the SAHRC at [www.sahrc.org.za](http://www.sahrc.org.za)

#### **5. OTHER INFORMATION AS MAY BE PRESCRIBED [section 51(1)(f)]**

- The Minister of Justice and Constitutional Development has not made any regulations in this regard.

#### **6. AVAILABILITY OF MANUAL**

The rules pertaining to Private Bodies refers. The manual is to be made available as follows:

- The South African Human Rights Commission  
Braampark Forum 3  
33 Hoofd Street  
Braamfontein

E-mail: [tsebulela@sahrc.org.za](mailto:tsebulela@sahrc.org.za) (Tshepang Sebulela Tel: 011 877 3645)

- The Information Officer will make the manual available for public inspection during office hours and upon request.