

Assembly of God Group Admin

PBO Number – 930048709

MANUAL in terms of Section 51 of

The Promotion of Access to Information Act 2/2000

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- 1. Introduction to your company and the type of business**
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1. INTRODUCTION

ASSEMBLY OF GOD GROUP ADMIN conducts the following services:

- ASSEMBLY OF GOD GROUP ADMIN is a service provider to all Assemblies of God Group Churches
- We believe that every community deserves a great church, and we seek to be that church, through our programs can help lift and meet the needs of people in our communities and beyond.
- ASSEMBLY OF GOD GROUP ADMIN is an organisation that is approved as a Public Benefit Organisation (PBO).
- Approved PBOs have the privilege and responsibility of spending public funds, which they derive from donations or grants, in the public's interest on a tax-free basis. It is therefore important to ensure that exempt organisations use their funds responsibly and solely for their stated objectives, without any personal gain being enjoyed by any person including the founders and the fiduciaries.
- Approved PBO's must continue to comply with the Act and related legislation throughout their existence.
- This includes the submission of annual income tax returns; the income tax returns enable the Commissioner to assess whether the approved PBO is operating within the prescribed limits.

2. COMPANY CONTACT DETAILS

Constitutional Oversight Committee:

BW Chicken – 7708315046087

SW Phillipps – 7507205012088

T Coleman – 7303195376083

J Render – 7609065130081

EA Elish – 6607025026085

FK Weber - 7805295120088

Group Operations Manager
(PAIA Information Officer):

Edgar Arthur Elish

Postal Address:

Unit 414 Riverside Lofts, 7 Tygers Falls Boulevard,
Tyger Valley Waterfront 7530

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Street Address: Unit 414 Riverside Lofts, 7 Tygers Falls Boulevard,
Tyger Valley Waterfront 7530

Telephone Number: 021 007 2935

Email: accounts@aogsa.org.za

Website: <https://assemblies.org.za>

3. THE ACT

- 3.1** The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2** Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3** Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: +27-11-877 3600
Fax Number: +27-11-403 0625
Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

| <u>No</u> | <u>Ref</u> | <u>Act</u> |
|------------------|---------------------------------|---|
| 1 | No 61 of 1973 | Companies Act |
| 2 | No 98 of 1978 | Copyright Act |
| 3 | No 55 of 1998 | Employment Equity Act |
| 4 | No 95 of 1967 | Income Tax Act |
| 5 | No 66 of 1995 | Labour Relations Act |
| 6 | No 89 of 1991 | Value Added Tax Act |
| 7 | No 37 of 2002 | Financial Advisory and Intermediary Services Act |
| 8 | No 75 of 1997 | Basic Conditions of Employment Act |
| 9 | No 69 of 1984 | Close Corporations Act |
| 10 | No 25 of 2002 | Electronic Communications and Transactions Act |
| 11 | No 2 of 2000 | Promotion of Access of Information Act |
| 12 | No 130 of 1993 | Compensation for Occupational Injuries and Diseases Act |
| 13 | No 30 of 1996 | Unemployment Insurance Act |
| 14 | Section 30(1) of Act 71 of 1997 | Public Benefit Organisation PBO |
| 15 | Act 71 of 1997 | Non-Profit Organisation NPO |
| 16 | No 4 of 2013 | Protection of Personal Information Act |

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5. Schedule of Records

| <u>Records</u> | <u>Subject</u> | <u>Availability</u> |
|----------------|--|--|
| Public Affairs | <ul style="list-style-type: none">• Public Product Information• Public Corporate Records• Media Releases | Freely available on web site Request in terms of PAIA Request in terms of PAIA |
| Financial | <ul style="list-style-type: none">• Financial Statements• Financial and Tax Records (Company & Employees)• Asset Register• Management Accounts | Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA |
| Marketing | <ul style="list-style-type: none">• Market Information• Public Customer Information:<ul style="list-style-type: none">○ Product Brochures○ Owner Manuals• Field Records• Performance Records• Product Sales Records• Marketing Strategies• Customer Database• Dealer Franchise Documents | Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA |

5a DENIAL OF ACCESS

Access to any record may be refused under certain limited circumstances. These include:

- The protection of personal information from unreasonable disclosure concerning any natural person.
- The protection of commercial information held concerning any third party (for example trade secrets)
- Disclosure that will put the company at a disadvantage in contractual or other negotiations or prejudice it in commercial competition.
- Disclosure of any record containing any trade secrets, financials, commercial, scientific or technical information that would harm the commercial or financial interests of the company.
- Disclosures of any records containing information about research and development being carried out or about to be carried out by the company.

6. INFORMATION REQUEST PROCEDURE

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2 Address your request to the Head of the Company.
- 6.3 Provide sufficient details to enable the COMPANY to identify:
 - The record(s) requested;
 - The requester (and if an agent is lodging the request, proof of capacity);
 - The form of access required;
 - The postal address or fax number of the requester in the Republic;If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right

7. PRESCRIBED FEES

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

- 7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2 If the preparation of the record requested requires more than the prescribed hours (six), a

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deposit shall be paid (of not more than one-third of the access fee which would be payable if the request were granted);

7.3 A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit;

7.4 Records may be withheld until the fees have been paid.

7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

Signature

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.

Name of information officer: EA ELLISH

Signature: 

Date: 8 July 2021