

## **SECTION 51 MANUAL FOR THE SOUTHERN AFRICAN FREELANCERS' ASSOCIATION (SAFREA)**

### **INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT**

**Postal Address:** P. O. Box 1330, Fontainebleau, 2032  
**Street Address:** 94 Cherry Drive, Randpark, 2194  
**Tel. No:** 0825756901  
**E- Mail address:** admin@safrea.co.za

### **DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)**

A Guide has been compiled in terms of Section 10 of PAIA by the Southern African Freelancers' Association. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in English.

The Guide is available for inspection on the website, [www.safrea.co.za](http://www.safrea.co.za).

### **THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):**

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

### **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)**

Records available in terms of other legislation are as follows:

- Public Finance Management Act 1 of 1999
- Non Profits Act of 1997

### **SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE SOUTHERN AFRICAN FREELANCERS ASSOCIATION: SECTION 51(1)(e)**

#### **1. COMPANIES ACT RECORDS**

- Constitution, as amended on 21 May 2012
- Minutes of Annual General meetings
- Minutes of Special General meetings
- Records relating to the appointment contractors

#### **2. FINANCIAL RECORDS**

- Annual Financial Statements
- Accounting Records

- Bank Statements
- Asset Register
- Invoices

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

- Tax number: 9904910156. Safrea is a Non-Profit organisation, exempted from tax and VAT and a Public Benefit Organisation: PBO 930-049-795.

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

Safrea is managed by a voluntary Executive Committee, financial oversight is done by the Oversight Committee and one paid part-time contractor serves as Executive Administrator.

- Personal Details of all executive committee members
- Personal Details of all Oversight Committee members
- Personal details of Executive Administrator

### **DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS - SECTION 51(e)**

The requester must:

- complete Form C and submit this form together with a request fee, to the Executive Administrator
- submit the form to Safrea's electronic mail address
- The form must:
  - provide sufficient particulars to enable the Executive Administrator to identify the record/s requested and to identify the requester,
  - indicate which form of access is required
  - specify an email address or postal address or fax number of the requester in the Republic,
  - 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 Safrea.

Revised and signed on the 1 November 2020, Johannesburg



---

EJ Aboud: Safrea Executive Administrator