



**Section 51 Manuel for Post Natal Depression Support Association 005-295NPO**

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**Description of Guide Referred to in Section 10: Section 51(1) (b)**

A guide has been compiled in terms of Section 10 of the PAIA by the PNDSA.

It contains information required by a person wishing to exercise any right, contemplated by PAIA.

It is available in English only.

The guide is available for inspection, *inter alia*, at the offices of the PNDSA at Unit F5, Upper Level, Wynberg Centre, 123 Main Road, Wynberg, Cape Town, and on the website at [www.pnDSA.org.za](http://www.pnDSA.org.za).

**The Latest Notice In Terms of Section 52(2)**

Not applicable at this stage.

**Records Available in Terms of Other Legislation: Section 51(1) (d)\***

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997

## **Subjects and Categories of Records Held by the PNDSA: Section 51(1) (e)**

### **1. Companies Act Records\***

- Constitution of the Voluntary Association known as the Post Natal Depression Support Association. [PNDSA] Amended 26/09/2011
- Certificate of Registration of Non Profit Organisation
- Certificate of Exemption from Taxes and Duties and Approval in Terms of Section 18A
- Annual Reports
- Minutes of the Annual General Meetings
- Minutes of the Board Meetings
- Certificates of Membership of Organisations

### **2. Financial Records\***

- Annual Financial Statements
- Accounting Records
  - Cash Books
- Banking Records
  - Bank Statements
  - EFT Records
- Rental Agreement
- Invoice Register

### **3. Income Tax records\***

- PAYE Records
- Documents Issued to Employees for Income Tax Purpose [IRP5]
- Records of Payment Made to SARS on behalf of Employees
- Certificate of Exemption from Taxes and Duties and Approval in Terms of Section 18A

#### 4. Personnel Documents And Records\*

- Employment Contracts
- Salary Records [Time Sheets]
- Leave Records

\* [All records stated in points 1-4 available on request only]

#### 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 Chairperson of the PNDSA.
- ❖ The form must be submitted to the Chairperson of the PNDSA at his/her address, fax number, or electronic mail address
- ❖ The form must:
  - Provide sufficient particulars to enable the Chairperson 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
  - 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 Chairperson of the PNDSA

Signed at.....Wynberg.....This...29<sup>th</sup>...day of.....November.....2011



Signature of the PNDSA Chairperson  
Bavanisha Vythilingum