



Kennel Union of Southern Africa

**The Kennel Union of Southern Africa
Manual prepared in accordance with Section 51 of the Promotion of Access to
Information Act No. 2 of 2000
("the Act")**

Part I

(Information required in terms of Section 51(1)(a) of the Act)

Name of Body: The Kennel Union of Southern Africa
Head of Body: Mr C Griffith
Street Address: 6th Floor Bree Castle Building, 68 Bree Street, Cape Town, 8001
Postal Address: P.O. Box 2659, Cape Town, 8000
Telephone Number: (021) 423 9027
Telefax Number: (021) 423 5876
Website Address: www.kusa.co.za

Part II

(Information required in terms of Section 51(1) of the Act)

In terms of Section 10 of the Act, the South African Human Rights Commission is required to compile and publish a guide containing such information, in an easily comprehensible form and manner, as may be reasonably required by a person who wishes to exercise any rights contemplated in the Act. Government Notice R187 of 15 February 2002 details how the guide should be made available. This guide has, to date, not been published, and is expected to be available by no later than August 2003. As soon as the guide is available it will form part of this manual. Further queries may be directed to:

The South African Human Rights Commission
PAIA Unit
Postal Address: Private Bag X2700, Houghton, 2041
Telephone Number: (011) 484 8300
Telefax Number: (011) 484 0582
Website: www.sahrc.org.za
E-mail: paia@sahrc.org.za

Part III

(Information required in terms of Section 51(1)(c) of the Act)

No notice in terms of this section has been published. Certain records are however freely available on the Association's website.

Part IV

(Information required in terms of Section 51(1)(d) of the Act)

Records are kept in accordance with the following legislation:

- Human Resources
- Basic Conditions of Employment Act 75 of 1997
- Compensation of Occupational Injuries and Diseases Act. 130 of 1993
- Labour Relations Act. 68 of 1995
- Occupational Health and Safety Act. 85 of 1993
- Unemployment Insurance Contribution Fund Act 4 of 2000
- Unemployment Insurance Fund Act 63 of 2001
- Skills Development Levy Act 9 of 1999
- Skills Development Act No. 97 of 1998
- Finance
- Value Added Tax Act 89 of 1991
- Other
- Medical Schemes Act No. 131 of 1998

Part V

(Information required in terms of Section 51(1)(e) of the Act)

General Documents

Leases; Rental or HP Agreements, Sale Agreements, Internal and External Correspondence; Monthly Management Accounts, Insurance Contracts, Financial Statements; Newspapers/Magazine Clippings.

Purchasing Documents

Contracts with Suppliers; Receipts and Invoices

Operations Documents

Relating to all aspects of Operations, Including Registration Details (per dog) and Membership Lists.

Information Technology Records

Software Manuals and Installation Instructions; Licensing Documentation; Maintenance Agreements.

Financial Documentation

Monthly Financial Statements; Vouchers; Stock Records; Asset Inventory

Human Resources Documents

Employment Contracts; Independent Contractor Agreements; Conditions of Employment; Disciplinary Procedures, Staff Recruitment Policies; Remuneration Records and Policies

Part VI

(Information required in terms of Section 51(1)(f) of the Act)

No additional information has to date been prescribed in terms of this Section.

Part VII

Requests for Records

The Act requires that requests for records must be made in the prescribed form, which can be found at www.sahrc.org.za or www.doj.gov.za. The form is also available at the contact addresses.

A request must be sent to the contact address or to the fax or e-mail address listed.

Sufficient detail must be provided in the request form to enable the head of the Private Body to easily identify:

- The record required.
- Which form of access is required.
- The right that is sought to be exercised or protected.
- How the requester wishes to be informed.

If a request is being made on behalf of another person proof must be submitted of the capacity in which the requester is making the request.

The request for a record will be responded to within 30 days of receipt of the request. Please note that a request may be refused on the grounds contained in the Act.

The Act requires the Head of a Private Body in certain circumstances to notify the requester to pay the prescribed request fee, before further processing the request. A request for personal information about oneself is not subject to a request fee. If the request for access to a record is granted, payment of a further access fee may be required for any reasonable time required in excess of the prescribed hours for reproduction, search and preparation of the record. The prescribed fees are available at www.sahrc.org.za or www.doj.gov.za

Jan 2016

Promotion of Access to Information Act – Manual



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