

one
school
one family



CLIFTON

Scholarship

Leadership

Sportsmanship

Community

Registration Number 2000/006079/08

CLIFTON SCHOOL NPC
MANUAL
in terms of
The Promotion of Access to Information Act
2/2000
(the "ACT")

December 2011

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1. INTRODUCTION

Clifton School NPC is an independent boys day school which offers education from Grade R to Grade 12.

2. COMPANY CONTACT DETAILS

Persons designated/duly authorized persons:

Directors:

- Dunstan Farrell (Chairman)
- Brian Mitchell (Managing)
- Catherine Field (Financial)
- Simon Downes (Non-Executive)
- Sean McCarthy (Non-Executive)
- Kevin Spencer (Non-Executive)

Postal Address: 102 Lambert Road, Morningside, 4001

Street Address: 102 Lambert Road, Morningside, 4001

Telephone Number: (031) 312-2147

Fax Number: (031) 312-7057

Email Address: clifton@cliftonschoo.co.za

3. THE ACT

- 3.1** The ACT grants a requestor access to records of the COMPANY, 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.
- 3.3** Requestors are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide will be available in August 2003. The contact details of the Commission are:

Postal Address: Private Bag X2700, Houghton, 2041
Telephone Number: +27-11-484 8300
Fax Number: +27-11-484 0582
Website:

4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	Companies Act
2	No 130 of 1993	Compensation for Occupational Injuries and Disease Act
3	No 55 of 1998	Employment Equity Act
4	No 58 of 1962	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 9 of 1999	Skills Development Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 63 of 2001	Unemployment Insurance Act
10	No 2 of 2000	Promotion of Access of Information Act

5. ACCESS TO RECORDS AND AVAILABILITY

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none">• Product Information• Newsletters & Circulars• Co-curricular Information• Fee Structure Information• Term Calendars• Associations	On website www.cliftonschool.co.za From School premises
Financial	<ul style="list-style-type: none">• Financial Statements• Financial and Tax Records (Company & Employees)• Asset Register• Rental Agreements• Management Accounts	From auditors From School premises
Personnel Documents & Records	<ul style="list-style-type: none">• Employment Contracts• Employment Equity Reports• Medical Aid Records• Pension/Provident Fund Records• Disciplinary Records• Salary Records• SETA Records• Disciplinary Code• Leave Records• Training Records• Policy Document	From School premises
Marketing	<ul style="list-style-type: none">• Market Information• Customer Information:<ul style="list-style-type: none">○ Product Brochures○ Uniform Lists○ Stationery Lists• School Magazine	On website www.cliftonschool.co.za From School premises
Statutory	<ul style="list-style-type: none">• Documents of incorporation• Memorandum & Articles of Association• Minutes of Board of Directors Meetings• Records relating to the appointment of directors/auditor/secretary	From School premises

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form (FORM C), available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za
- 6.2** Address your request to the Company Secretary.
- 6.3** Provide sufficient details to enable the COMPANY to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) 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 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 requestor 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, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za

Signed at Durban on 13 December 2011.



BRIAN MITCHELL
EXECUTIVE HEADMASTER