

CLF UITGEWERS / CLF PUBLISHERS

(Registration Number: 2002-004638-08)

Manual in terms of section 51 of the Promotion of
Access to Information Act, 2 of 2000

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF CLF UITGEWERS / CLF PUBLISHERS (REGISTRATION NUMBER: 2002-004638-08)

1. CONTACT PARTICULARS

Head of business:	Charmaine Stoffberg	Information officer:	Charmaine Stoffberg
Postal Address:	Private Bag X19 WELLINGTON 7654	Physical Address:	19 Oude Pont Street Wellington Industrial Park WELLINGTON 7655
Telephone Number:	021 8736964	Fax Number:	021 8643678
E-mail Address:	charmaine@clf.co.za		
Website:	www.clf.co.za		

2. INTRODUCTION

Publishing of christian books.

3. GUIDE IN TERMS OF SECTION 10 OF 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. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from CLF UITGEWERS / CLF PUBLISHERS, www.clf.co.za.

5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Companies Act 71 of 2008
- Income Tax Act 58 of 1962
- Nonprofit Organisations Act 71 of 1997
- Value Added Tax Act 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- www.clf.co.za
- Pricelists
- Marketing and Promotional Material
- Reports
- Posters
- Pamphlets \ Brochures
- Newsletters

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

Statutory Business Records

- Certificate of Incorporation
- Memorandum of Incorporation
- Minutes of Directors Meetings
- Register of Directors and Officers

Accounting Records

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Deposit slips
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Budgets and business plans
- Insurance records
- Investment records
- Auditor's reports
- Inventory records

Insurance

- Claim records
- Insurance policies

Sales and Marketing

- Brochures, newsletters and marketing material
- Customers
- Media releases
- Products
- Public relations policies and procedures
- Sales
- Service and product information

8. GENERAL

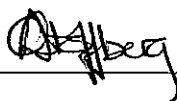
N/A

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of CLF UITGEWERS / CLF PUBLISHERS, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.

10. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of CLF UITGEWERS / CLF PUBLISHERS, from the South African Human Rights Commission and at: www.clf.co.za.



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