

Registration Number of Company:

088-210-NPO

NAME OF COMPANY:

Free Society Institute

MANUAL

in terms of
Section 51 of

The Promotion of Access to Information Act 2/2000

(the "ACT")

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1. INTRODUCTION

The Free Society Institute is a South African non-profit organisation dedicated to promoting free speech, free thought and scientific reasoning. We are advocates for the values of secular humanism.

2. COMPANY CONTACT DETAILS

Mr. Jacques Rousseau, Chairperson, is the sole representative to act as the person to whom requests for information must be made in terms of the Act.

Postal Address: 2 Brunswick Flats, 7 Brunswick Road, Tamboerskloof 8001

Physical Address: As above

Telephone: 021 424 7323

Mobile Phone: 083 249 2277

E-mail: Jacques.Rousseau@uct.ac.za

3. 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. APPLICABLE LEGISLATION

Non-Profit Organisations Act No. 71 of 1997

Promotion of Access to Information Act No 2 of 2000

Income Tax Act No 58 of 1962

Companies Act No 71 of 2008

Electronic Communications Act 36 of 2005

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5. SCHEDULE OF RECORDS

The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2):

Not applicable.

Some brochures, pamphlets and documents related to the business of the FSI may be available from time to time without cost.

Administration

Constitution

Founding statement or Memorandum of Incorporation

Details of accounting officer or auditors

Financial records

Banking records

Financial statements

Management reports

Invoices

Operations

Procedures

Asset register

Corporate social investment / charity / BEE work done.

Marketing

Website

Marketing materials

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za and [appended hereto](#).
- 6.2 Address your request to the Head of the Company.
- 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 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.3 Records may be withheld until the fees have been paid.
- 7.4 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

AVAILABILITY OF THIS MANUAL

The manual is available at our offices, with the SAHRC and on our website.

Signed by:



Name: Jacques Rousseau

On this day, 25 November 2015 at Cape Town, South Africa.