

**S51 INFORMATION MANUAL FOR
THE INSTITUTE OF LOSS ADJUSTERS OF SOUTHERN AFRICA (“ILASA”)**

(Prepared in terms of S 51 of the Promotion of Access to Information Act No. 2 of 2000, hereinafter referred to as “PAIA”)
containing information required to request access to the records of

THE INSTITUTE OF LOSS ADJUSTERS OF SOUTHERN AFRICA

(hereinafter referred to as “ILASA”)

CONTACT DETAILS (s51(1)(a):

HEAD: Current President of the ILA

PHYSICAL ADDRESS: 1st floor, Victoria Gate South, Hyde Park Lane Manor, Hyde Park Lane, Hyde Park, Johannesburg, Gauteng

POSTAL ADDRESS: PO Box 1036 Cresta 2118

TELEPHONE: 011 325-1977

FAX: 086 519 9446

EMAIL: admin@ilasa.org.za

WEBSITE: www.ilasa.org.za

DESCRIPTION OF THE GUIDE REFERRED TO IN S10 PAIA AND HOW TO USE THE ACT

The Human Rights Commission has compiled a Guide in terms of S10 of PAIA, which is available in all official languages. It contains information required by a person wishing to exercise any right contemplated by PAIA. The Guide is available for inspection at the offices of the Human Rights Commission and on its website. Please direct enquiries to:

Postal Address: The South African Human Rights Commission: PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton 2041

Physical address: 29 Princess of Wales Terrace
Cor York & St Andrews Road
Parktown, Johannesburg, Gauteng

Telephone: +27 (0)11 484-8300
Fax: +27(0)11 484-0582

Website: www.sahrc.org.za

Email: PAIA@sahrc.org.za.

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION (S51(1)(d))

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Short Term Insurance Act 53 of 1998
- Skills Development Act 9 of 1999
- Companies Act 71 of 2008

ACCESS TO THE RECORDS HELD BY THE ILA (S51(1) (c) and 51(1)(e))

Records which are available without a person having to request access in terms of this Act in terms of S52(2)

1. Constitution of the ILA
2. By Laws of the ILA
3. Names of Members of the ILA and their contact details

Records that may be requested:

ADMINISTRATION:

Copies of incoming and outgoing correspondence, filed into descriptive categories

Minutes of monthly executive, membership and biannual national executive meetings

Files of individual members containing membership criteria details

Complaints, responses and data involved in resolution of complaint against member

FINANCIAL RECORDS:

Annual Financial audited statements

Tax returns

Accounting Records

Banking Records, Bank Statements, electronic banking records

Asset Register

Rental Agreements

Invoices

Petty cash data, invoices, receipts, spreadsheets

INCOME TAX RECORDS:

PAYE Records

Documents issued to employees for income tax purposes

Record of payments made to SARS on behalf of employees

All other Statutory compliance: VAT, UIF, Workmens Compensation

PERSONNEL DOCUMENTS & RECORDS:

Employment / Service contracts

Salary Records

Leave Records

Attendance Register

The request procedures:

- Requester must use the prescribed form to make the request for access to a record which request must be made to the President of the ILA, at the address, fax number or email address of the ILA
- The requester must provide sufficient detail on the request form to enable the President to identify the requester and the record required, and the form of access required. The requester is also to indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request and the authorization of the person on whose behalf the requester is making the request, to the reasonable satisfaction of the President .

Fees:

- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee
- The President of the ILA must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to the ILA is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the President of the ILA has made a decision on the request, the requester must be notified in the required form. If the request is granted, then a further access fee must be paid for the search,

reproduction and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

Other Information as may be Prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard

Availability of the Manual

This manual is available for inspection free of charge at the offices of the ILA.

Copies are also available with the South African Human Rights Commission and on the ILA website address as listed above.