PROMOTION OF ACCESS TO INFORMATION ACT,
ACT 2 OF 2000 (The Act)

SECTION 51 MANUAL FOR PEACEHAVEN BODY CORPORATE

Peacehaven Body Corporate was registered in March 1991 under registration number ST55/1988 as a body corporate for the Peacehaven Holiday Flats situated at Corner Marine Terrace and Cordiner Street, Scottburgh, 4180. The body corporate governs 60 holiday flats which are owned by individuals under sectional title. The body corporate also governs the letting scheme of these flats.

Peacehaven Body Corporate's mission is to govern and maintain the Peacehaven Holiday Flats.

PARTICULARS IN TERMS OF SECTION 51

1. CONTACT DETAILS *[Section 51(1)(a)]*

Peacehaven Body Corporate has duly authorised M B Hodgson to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Postal address:	P.O. Box 73801, Fairland, 2030
Street address:	11 Sunpark, 178 Smit Street, Fairland, 2195
Telephone:	(011) 476-6921
Facsimile:	(011) 476-3370
E-mail:	mike@pay.co.za

2. AVAILABILITY OF THE MANUAL (Section 51(3)) AND GUIDE DESCRIBED IN Sec 10. *[Section 51(1)(b)]*

This manual and the guide are available from the Human Rights Commission and from Peacehaven Body Corporate. Please direct queries to:

The Human Rights Commission:		**and**	**Peacehaven Body Corporate**
Postal address:	Private Bag 2700 HOUGHTON, 2041		P.O. Box 73801 FAIRLAND, 2030
Telephone	+27 11 484 8300		(011) 476-6921
Facsimile	+27 11 484-0582		(011) 476-3370
Website:	http://www.sahrc.org.za		E-mail: mike@pay.co.za

3. Records are kept in accordance with the following legislation. (Section 51(1)d)):

- Sectional Titles Act, 1986
- Unemployment Insurance Act, 2002
- Regional Services Councils Act No. 109 of 1985
- Income Tax Act, 1962
- Skills Development Levy Act

4. Categories of records held by Peacehaven Body Corporate (Section 51(1)(e))

4.1 ***Library records:*** No library records are kept by the company.

4.2 ***Other records:*** *Operational information*

This information can be defined as information needed in the day-to-day running of the organization and is generally of little to no use to persons outside the organization. (Examples of such information are: requisitions, internal telephone lists, address lists, company policies, directives, contracts, employee records and general "house-keeping" information).

- *Correspondence files*
- *Financial & accounting records*
- *Register of owners*
- *Secretarial file*
- *Trustees minutes*
- *Annual general minutes*
- *Register of mortgage bonds*
- *Computer logs/printouts*
- *General ledger and journals*
- *Human resources files*
- *Tax files*
- *Insurance file*
- *Participation quota schedules*