



*serving Jesus – serving others*

Non-Profit Company Registration: 2002/027689/08

Tax exemption: 930036132

**ARISE MINISTRY GROUP**

**MANUAL**

**in terms of**

**The Promotion of Access to Information Act**

**2/2000**

**(the "ACT")**

January 2012

**INDEX**

**1. Introduction to Arise Ministry Group**

**2. Contact Details**

**3. The ACT**

**4. Applicable Legislation**

**5. Access To Records and Availability**

**6. Form of Request**

**7. Prescribed Fees**

**1. INTRODUCTION**

Arise Ministry Group, in partnership with the local church and existing structures and networks, strives to aid in the transformation of lives and communities of the disadvantaged in Africa; we provide a ministry through which our Heavenly Father can: Awaken the lost (particularly children and youth) Assist the needy and Advance His Kingdom through

inspirational and informative literature and media; the provision of practical resources and services; and the development of Christ-centered believers and visionary leaders.

**Inspirational Verses: 1Sam.12:23; Isa. 50:4; Matt.9:35ff; Acts 19:17& 20**

## **2. COMPANY CONTACT DETAILS**

Persons designated/duly authorised persons:

Directors: Rev. Cheryl Ann Allen  
Donald McGillivray Allen (General Secretary)

Office Manager Donald McGillivray Allen

Postal Address: P.O. Box 119. GLENVISTA, 2058

Street Address: 27 Kings Lynne Road, GLENVISTA EXT.6, 2091

Telephone Number: 011 682 2630

Fax Number: 0866 126 145

## **3. THE ACT**

**3.1** The ACT grants a requester 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** Requesters 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 2700, Houghton, 2041  
 Telephone Number: +27-11-484 8300  
 Fax Number: +27-11-484 0582  
 Website:

**4. APPLICABLE LEGISLATION**

<b><u>No</u></b>	<b><u>Ref</u></b>	<b><u>Act</u></b>
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 69 of 1984	Close Corporations Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act

**5. ACCESS TO RECORDS AND AVAILABILITY**

<b><u>Records</u></b>	<b><u>Subject</u></b>	<b><u>Availability</u></b>
Public Affairs	<ul style="list-style-type: none"> <li>• Public Product Information</li> <li>• Public Corporate Records</li> <li>• Media Releases</li> </ul>	Freely available on web site www.arisemg.org.za
Financial	<ul style="list-style-type: none"> <li>• Financial Statements</li> <li>• Financial and Tax Records (Company &amp; Employees)</li> <li>• Asset Register</li> <li>• Management Accounts</li> </ul>	NPC Not required to disclose. Not available.
Companies Act	<ul style="list-style-type: none"> <li>• Documents of incorporation</li> </ul>	Office Only

- Records
- Memorandum and Articles of Association
  - Minutes of Board of Directors meetings
  - Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers

## **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](http://www.sahrc.org.za), or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at [www.doj.gov.za](http://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](http://www.sahrc.org.za), or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>