

THE COVES GOVERNING BODY

(Registration Number: 2003/010909/08)

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)

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PROMOTION OF ACCESS TO INFORMATION ACT,

2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF THE COVES GOVERNING BODY

(REGISTRATION NUMBER: 2003/010909/08)

1. CONTACT PARTICULARS

Head of business:	DENISE LINDA SHARP	Information officer:	DENISE SHARP
Postal Address:	PO BOX 973 BROEDESTROOM 0240	Physical Address:	R512 PROVINCIAL ROAD THE COVES ESTATE BROEDESTROOM 0240
Telephone Number:	+27 12 207 1465	Fax Number:	+27 86 542 0628
E-mail Address:	admin@thecoves.co.za / manager@thecoves.co.za		
Website:	www.thecoves.co.za		

2. INTRODUCTION

Residential Estate. Comprising of 277 full title residential stands, and 141 Sectional Title Units. The main business of the Association is to co-ordinate the communal interest and managerial functions and activities of the Association and its members in the development and estate known as "The Coves" as well as the bodies corporate established under the Sectional Title Act, Act 95 of 1986.

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

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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 THE COVES GOVERNING BODY, www.thecoves.co.za

5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

- Companies Act 71 of 2008
- Close Corporations Act 95 of 1986
- National Environmental Management Act 107 of 1998
- Prevention of Organised Crime Act 121 of 1998

6. SCHEDULE OF RECORDS

- www.thecoves.co.za
- Reports
- Pamphlets \ Brochures
- Newsletters

7. INFORMATION AUTOMATICALLY AVAILABLE

- Certificate of Incorporation
- Memorandum of Incorporation

8. GENERAL

Not applicable

9. REQUEST PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of THE COVES GOVERNING BODY, 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.

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10. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of THE COVES GOVERNING BODY, from the South African Human Rights Commission and at: www.thecoves.co.za.

Signature Head of Business

Date of Signature:

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