



THE SOUTH AFRICAN NATIONAL HALAAL AUTHORITY

ACCESS TO INFORMATION MANUAL (PRIVATE BODY)

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT 2 OF 2000**

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B. INTRODUCTION TO THE SOUTH AFRICAN NATIONAL HALAAL AUTHORITY

- ❑ The South African National Halaal Authority (SANHA) is an international, non-profit organisation, representing the Muslim Ummah on all matters pertaining to the general application of the term Halaal with specific reference to Islamic dietary laws. SANHA's membership comprises of leading Theological Bodies and leading Professional Organisations of global repute.
- ❑ SANHA has been established as a representative authority, which promotes professionalism and excellence in the certification of Halaal food and other related products.
- ❑ Our organisation is among the founder members of the World Halaal Council and enjoys international recognition from both Muslim countries and the broader global community.

C. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Organisation Contact Details [Section 51(1)(a)]

Trust name: The South African National Halaal Authority Trust

Executive Officer: S Mahomedy

Email Address: executiveofficer@sanha.org.za

Business Address: Suite 4, 4th Floor, Gem Towers
98 Overport Drive
Overport
Durban
4067

Postal address: PO BOX 2092
Durban
4000

Business telephone: 031 207 5768

Business fax: 031 207 5793

Organisation website: www.sanha.org.za

National Halaal Helpline: 0861 786 111

2. Request for access to information

Section 10 of the Act requires the Human Rights Commission to compile in each official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated by the Act. For a copy of the guide, please contact the South African Human Rights Commission at:

**The South African Human Rights Commission; PAIA Unit
The Research and Documentation Department**

Postal address: Private Bag 2700
Houghton, 2401

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation - Section 51(1) (d)

- Basic Conditions of Employment Act 75 of 1997
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Non-profit Organisations Act 71 of 1997
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991
- Promotion of Access to Information Act 2 of 2000

4. Access to records held by the private body - Section 51(1) (c) and Section 51(1)(e)

4.1 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) [Section 51(1)(c)]

Title	Contents	Available from
Certification – Service Industry	Applications, Ingredients Lists, Flavour Houses Certified restaurants/plants, etc. Fatwas (Islamic Law) Current areas of certification	www.sanha.org.za
Financial Statements	Annual Reports	www.sanha.org.za
Marketing Material	E Bulletin/ Flash News Halaal Gazette Musjid Times Website Privacy Statement	www.sanha.org.za
Membership	Cooperative organizations, Institutions and associate members	www.sanha.org.za

4.2 **Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed [Section 51(1)(e)]**

Records	Subject
Trust Records	Trust Deed
	Trustees
	Minutes of Board of management meetings
	Records relating to the appointment of trustees, auditors, etc.
Financial	Financial and Tax Records (Company & Employees)
	Banking documents, statements, cheques, EFT records
	Management Accounts
	Fixed Assets register
	AGM records
	Audited financial statements
Administration & Operations	Minutes of Meetings with the Council of Ulama
	Minutes of Meetings of the Executive Committee
	Minutes of Meetings of Theological Committee
	BEE Certification
	Correspondence with various bodies, local and international
	Lease agreements
	Insurance
	International Associations and the World Halaal Council
	Board of Muftis
	Annual Conferences and Overseas travel
	World Halaal Research
Customers	Invoices and Credit notes
	Memorandum of Agreements
	Bad debts and overdue accounts
Suppliers	Invoices and delivery notes
Income tax records	Value Added Tax
	PAYE records
	Documents issued to employees for income tax purposes
	Records of payments made to SARS on behalf of employees
	All other statutory compliances: SDL,UIF, Workman's Compensation
Personnel Documents and Records	Employee contracts
	Disciplinary records
	Remuneration and benefits
	Leave records
	Training records

4.3. Requesting Procedure

4.3.1 Form of request:

- ❑ The requester must use the prescribed form to make the request for access to a record. This request must be made to the address, fax number or electronic mail address of The South African National Halaal Authority [s 53(1)].
- ❑ Address your request to the information officer.
- ❑ The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- ❑ The request must state 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 [s 53(2)(d)].
- ❑ If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

4.3.2 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 head of the private body 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 [s 54(1)].
- ❑ The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- ❑ After the head of the private body 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, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

5. Other information as may be prescribed [Section 51(1)(f)]

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

6. Availability of the Manual

6.1 This manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at our offices (*as indicated in point 1 above*). Copies of the manual may be made available subject to the prescribed fees.

6.2 Copies may also be requested from:

- ❑ The South African Human Rights Commission at the address indicated in point 2 above.
- ❑ On the following website: <http://www.sanha.org.za>

1 FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

1.1 A. Particulars of private body

The Head:

1.2 B. Particulars of person requesting access to the record

- | | |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached. |

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

1.3 C. Particulars of person on whose behalf request is made

This section must be completed *ONLY* if a request *for information* is made on behalf of *another* person.

Full names and surname:

Identity number:

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios.

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

E. Fees

- (a) A request for access to a record, other *than* a record containing personal information about yourself, will be processed only after a request fee has been paid.
(b) You will be *notified of* the amount required to be paid as the request fee.
(c) The fee payable for access to a record depends *on* the form *in which* access is required and the reasonable time *required* to search for and prepare a record.
(d) If you qualify for exemption *of* the payment *of* any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Mark the appropriate box with an X.	
<p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form:			
	copy of record*		inspection of record
2. If record consists of visual images			
this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
	view the images		transcription of the images*
			copy of the images"
3. If record consists of recorded words or information which can be reproduced in sound:			
	listen to the soundtrack		transcription of soundtrack*
	audio cassette		written or printed document
4. If record is held on computer or in an electronic or machine-readable form:			

	printed copy of record*		printed copy of information derived from the record"		copy in computer readable form* (stiffy or compact disc)	
'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.					YES	NO

G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

1.4 H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE