

# ACCESS OF INFORMATION

## MANUAL OF THE HSA

*The Homeopathic Association of South Africa (HSA)*  
**ACCESS OF INFORMATION MANUAL**

*In terms of Section 51 of the Promotion of Access to Information Act*

*Introduction: The HSA is an association representing registered Homeopathic Practitioners in South Africa*

### CONTACT DETAILS

<b>NAME</b>	Homeopathic Association of South Africa (HSA)
<b>PRESIDENT</b>	Dr Danny Pillay
<b>NATIONAL SECRETARY</b>	Dr Laura Chella
<b>POSTAL ADDRESS</b>	26 Rhine Road Sea Point 8005
<b>TELEPHONE</b>	021 434 0478
<b>EMAIL</b>	info@hsa.org.za
<b>WEBSITE</b>	www.hsa.org.za

### THE SECTION 10 GUIDE ON HOW TO USE THE ACT [Section 51(1)(b)]

The Guide will be available from the South African Human Rights Commission by not later than August 2004. Please direct any queries to:

<b>NAME</b>	The South African Human Rights Commission PAIA Unit, The Research and Documentation Department
<b>POSTAL ADDRESS</b>	Private Bag 2700 Houghton 2041
<b>TELEPHONE</b>	+27 11 484-8300
<b>FAX</b>	+27 11 484-7146
<b>EMAIL</b>	PAIA@sahrc.org.za
<b>WEBSITE</b>	www.sahrc.org.za

### RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]

Companies Act No. 61 of 1973  
Income Tax Act No. 95 of 1967

### ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION [Sections 51(1)(c) and 51(1)(e)]

- i. Information pamphlets are available, free of charge, at the address listed in 1.
- ii. Records that may be requested

## ADMINISTRATION

Licences  
Agendas of all meetings  
Minutes of National Board meetings Minutes of AGM meetings  
Minutes of Regional meetings Constitution of the HSA Correspondence

## HUMAN RESOURCES

Member Contact Details  
Staff recruitment policies Employment contracts Remuneration records and policies

## FINANCES

Financial statements  
Annual financial statements

## OTHER

Publications  
Newsletters  
Policy Statements

### iii. Form of request

#### a. Form of Request

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- 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 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 [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)].

#### b. 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)].

### 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.

### AVAILABILITY OF THE MANUAL [Section 51(3)]

This manual is available, free of charge, for inspection at the address listed in 1; and copies are available with the SAHRC.  
This manual will be updated annually.