



Beth-Haran Ministries

House of Grace

Non-Profit Company · NPC Number: 2020/204069/08

Registered: Sunset Avenue, Boksburg, 1459

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BETH-HARAN MINISTRIES NON-PROFIT

Promotion of Access to
Information Manual (PAIA)

Produced in terms of
Section 51(1) of the Promotion of Access to
Information Act 2 of 2000 (“the Act”)

THE PURPOSE

The purpose of this document is to serve as the Manual of
Beth-Haran Ministries NPO
as required in terms of the Act, and to
provide a reference as to the records held and
the procedures that need to be followed to request
access to such records

April 2026
Version 1

A copy of the manual will be available for inspection at the office of Beth-Haran Ministries NPO.

**MANUAL IN TERMS OF SECTION 51 OF THE ACT FOR
BETH-HARAN MINISTRIES NON-PROFIT
REG. NO.: 2020/204069/08**

INTRODUCTION

Beth-Haran Ministries NPO (further stated as “the company/Ministry”) was incorporated by the Companies and Intellectual Property Commission on 01 May 2020.

PARTICULARS IN TERMS OF SECTION 51 OF THE ACT

The reference, in this Manual, to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

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

Name of Private Body:	Beth-Haran Ministries NPO
Designated Information Officer:	Daniël Louis Vosloo
Email address of Information Officer:	houseofgrace@bethharan.co.za
Postal address:	1 Sunset Avenue, Boksburg, 1459
Street address:	1 Sunset Avenue, Boksburg, 1459
Phone number:	+27 72 413 6592

2. The guide as described in section 10 of the Act [Section 51(1)(b)]

This guide on how to exercise your rights in terms of the Act is in the process of preparation by the SAHRC and is expected to be available in August 2003. *When available, it can be obtained from the SAHRC. Please direct any queries to:*

*The South African Human Rights Commission:
PAIA Unit: Research and Documentation Department
Postal address: Private Bag 2700
Houghton
2041
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 other legislation [Section 51(1)(d)]

Information is available in terms of the following legislation to the persons or entities specified in such legislation:

Basic Conditions of Employment Act 75 of 1997

Companies Act 61 of 1973

Companies Act 71 of 2008

Compensation for Occupational Injuries and Health Diseases Act 130 of 1993

Employment Equity Act 55 of 1998
Income Tax Act 58 of 1962
Insolvency Act No. 24 of 1936 Occupational Health & Safety Act 85 of 1993
Labour Relations Act 66 of 1995
Pension Funds Act, 1956
Skills Development Act 97 of 1998
Skills Development Levies Act 9 of 1999
Stamp Duties Act. 77 of 1968
Unemployment Contributions Act 4 of 2002
Unemployment Insurance Act 30 of 1966
Value Added Tax Act 89 of 1991

Please see legislation handout for additional possibilities

4. **How to request a record, a description of the subjects on which we hold records, and the categories of records held on each subject** [Section 51(1)(e)]

4.1 How to request a record

Requests for access to records held by “the company/Ministry” must be made on the request forms that are available from the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development website (www.doj.gov.za) (under “regulations”). For the convenience of requestors, copies of these forms are included in the version of this Manual.

Requests for access to records must be made to our Information Officer at the address, fax number or electronic mail address provided.

The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

It is vital that the requester identifies **the right that he or she is seeking to exercise or protect** and **provides an explanation of why the requested record is required for the exercise or protection of that right.**

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 our Information Officer.

If a requestor does not use the standard form (Annexure 1), the request may be rejected for lack of procedural compliance, refused (if sufficient information is not provided, or otherwise) or delayed.

Please note that requestors are also required to pay the prescribed fees. **The list of prescribed fees in respect of requests, and in respect of access to records (if the request is granted) is attached as Annexure 2**

The head of the private body must notify the requester (other than a personal requester) of the prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to Court against the tender or payment of the request fee.

The head of the private body will then make a decision on the request and notify the requester in the required form.

If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

Kindly note that all requests to “the company/Ministry” will be evaluated and considered in accordance with the Act. Publication of this Manual and describing the categories and subject matter of information held by High Temperature Engineering (Pty) Ltd does not give rise to any rights to access such information or records, except in terms of the Act.

4.2 Subjects and categories of records held by “the company/Ministry”

We maintain records on the following categories and subject matters. **However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured.** All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act. In particular, there may be applicable grounds of refusal of such a request, as set out in the Act.

*Please note further that many of the records held by us are those of third parties, such as clients and employees, and we take the protection of third party confidential information very seriously. Many of the records held are confidential and others are the property of the client and not of “the company/Ministry”. Requests for access to these records will be considered very carefully. **Please ensure that requests for such records are carefully motivated.***

4.2.1: Internal records

The following are records pertaining to “the company/Ministry’s” own affairs:

- Memoranda of Incorporation – for Companies;
- Financial records;
- Operational records;
- Intellectual property;
- Marketing records;
- Internal correspondence;
- Service records;
- Statutory records – for Companies;
- Internal policies and procedures – where applicable;
- Minutes of meetings – where applicable;
- Records held by officials of “the company/Ministry”.

4.2.2: Personnel records:

For the purposes of this section, “personnel” means any person who works for or provides services to or on behalf of “the company/Ministry” and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of “the company/Ministry”. This includes, without limitation, partners / directors, all permanent, temporary and part-time staff as well as consultants and contract workers.

Personnel records include the following:

Any personal records provided to us by our personnel;
Any records a third party has provided to us about any of their personnel;
Conditions of employment and other personnel-related contractual and quasi-legal records;
Employment policies and procedures;
Internal evaluation and disciplinary records; and
Other internal records and correspondence.

4.2.3: Client-related records:

Client-related information includes the following:

Contracts with the client and between the client and other persons;
Any records a client has provided to “the company/Ministry” or a third party acting for or on behalf of “the company/Ministry” (including financial, legal, tax, operational, employee and similar records);

Any records a third party has provided to “the company/Ministry”, which concerns a client; and

Records generated by or within “the company/Ministry” pertaining to the client, including transactional records.

4.2.4: Other Parties:

Records may be kept in respect of other parties, from time to time.

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

No such information has been prescribed.

6. **Availability of the manual.** [Section 51(3)]

This manual is available from the South African Human Rights Commission (see details above), and from “the company/Ministry” (see details above).

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address: _____

Fax number: _____

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made (when made on behalf of another person)			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made (if applicable):			
Identity Number			

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Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		

PARTICULARS OF RECORD REQUESTED	
<p><i>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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i></p>	
Description of record or relevant part of the record:	
Reference number, if available	
Any further particulars of record	

TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>	
Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	

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Written or printed transcription of virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
Transcription of soundtrack (<i>written or printed document</i>)	
Copy of record on flash drive (<i>including virtual images and soundtracks</i>)	
Copy of record on compact disc drive (<i>including virtual images and soundtracks</i>)	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body (<i>including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form</i>)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (<i>including transcriptions</i>)	
E-mail of information (<i>including soundtracks if possible</i>)	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
<i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEEES

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

Copyright

<p>a) <i>A request fee must be paid before the request will be considered.</i></p> <p>b) <i>You will be notified of the amount of the access fee to be paid.</i></p> <p>c) <i>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.</i></p> <p>d) <i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i></p>	
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20_____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

<i>Reference number:</i>	
<i>Request received by: (State Rank, Name And Surname of Information Officer)</i>	
<i>Date received:</i>	
<i>Access fees:</i>	
<i>Deposit (if any):</i>	

Signature of Information Officer

ANNEXURE 2

FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	

 - (2) For purposes of section 54(2) of the Act, the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
 - (3) The actual postage is payable when a copy of a record must be posted to a requester.