



The Friends of Helderberg Nature Reserve
(NPO NUMBER: 062-777-NPO. PBO NUMBER: 18/11/13/2827. TAX EXEMPTION NUMBER: 9683/450/15/0)
An Association not for gain formed under the aegis of the Friends Groups of the
Wildlife and Environmental Society of South Africa (WESSA)

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**THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT 2 / 2000**

Section 51(1) (a) -The Business:

The Friends of the Helderberg Nature Reserve is a NPO whose main object is the promotion of conservation on the Helderberg Nature Reserve. Full details of the constitution, projects and activities may be viewed on our website.

Name of Business: Friends of the Helderberg Nature Reserve (FHNR).

Contact Person: Treasurer / Chairman

Physical Address: Verster Avenue, Land and Zeezicht, Somerset West 7130

Postal Address: P O Box 2075, Somerset West, 7129

Telephone and Facsimile: +27 21 852 8831

Website: www.helderbergnaturereserve.co.za

E-mail: helderbergfriends@telkomsa.net

Section 51(1) (b) - The Section 10 Guide:

The Guide is available from the South African Human Rights Commission. (SAHRC) Please direct queries to:

The South African Human Rights Commission: PAIA Unit
the Research and Documentation Department

Postal Address: Private Bag 2700 Houghton 2041

Telephone: +27 11 484-8300

Facsimile: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section 51(1) (d) - Records available in terms following legislation:

Income Tax Act No. 95 of 1967

Promotion of Access to Information Act No. 2 of 2000

Sections 51(1) (c) and 51(1) (e) – Categories of records which are available:

Details, records and reports of our Constitution, Annual Financial Statements, Projects, Activities, Membership and Fee Structures, are available without a person having to request access in terms of this Act [section 52(2) -Section 51(1) (c)]. Most of these details are readily available and may be viewed on our website. Requests for other information or materials must follow the procedure as outlined below.

The Request Procedures (Prescribed form and fee structure in respect of private bodies):

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za) under the “regulations” section.

Section 51(3) - Availability of manual:

The manual is available at our offices, free of charge; and copies are available with the SAHRC.

Chairman _____ **Treasurer** _____ **Date** _____