

**MANUAL COMPILED IN ACCORDANCE WITH SECTION 51 of the
PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) (Act 2 OF 2000)**

for

The Table Mountain Fund

("the Trust")

Trust Registration no T890/1998

Edition 3, Jan 2014

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1. INTRODUCTION

The aim of this Manual is to assist potential requestors in requesting access to information (documents or records) from the Trust as contemplated under the Promotion of Access to Information Act..

The Manual may be amended from time to time and as soon as any amendments have been effected, the latest version of the Manual will be published and distributed in accordance with the Act.

A requester is invited to contact the Information Officer should he or she require any assistance in respect of the use or content of this Manual.

2. OVERVIEW

a. Name

The Table Mountain Fund
(*“the Trust”*)

b. Brief History & Legal Personality

The Table Mountain Fund is a Trust, registration number **T890/1998**.

The trust was established in 1998 from funds donated by WWF-SA and the World Bank.

c. Objectives

The Trust develops projects that are aligned with the Cape Action for People and the Environment (C.A.P.E.) and that address target areas of high biodiversity. Investment income generated by the locally raised component of the Fund contributes to Cape Peninsula based projects, while that from the Global Environment Facility supports projects in the whole of the Cape Floral Kingdom, the smallest and richest plant kingdom on earth.

d. Managed by WWF South Africa

- e. The Table Mountain Fund is managed by WWF South Africa and all records relevant to the Trust are kept by WWF-SA. The Trust has no employees.

f. Auditors of The Table Mountain Fund

PricewaterhouseCoopers
Stellenbosch
South Africa

3. CONTACT DETAILS

(Information required under Section 51(1)(a) of the Act)

THE TABLE MOUNTAIN FUND

Physical Address	Care of WWF South Africa First Floor, Bridge House, Boundary Terraces, 1 Mariendahl Lane, Newlands 7700 South Africa
Postal Address	Care of WWF South Africa, P O Box 23273, CLAREMONT 7735 South Africa
Phone number	+27 21 657 6600
Fax number	+27 86 535 9433(SA only) or +27 (0)21 671 0274
Website	www.tmf.org.za

Information Officer / Contact Person

Mrs Jodie Johnson Legal & Risk Manager, WWF South Africa
Phone number +27 21 657 6600 (/94 direct)
Fax number +27 86 535 9433 (SA only) or +27 (0)21 671 0274
e-mail address paia.request@wwf.org.za

4. THE GUIDE ON HOW TO USE THE ACT AS DESCRIBED IN SECTION 10

(Information required under Section 51(1)(b) of the Act)

A guide on how to use the Act has been compiled by the **South African Human Rights Commission** and is available from them. Any queries should be directed to:

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

Postal address

Private Bag 2700
HOUGHTON
2041

Phone number +27 11 484 8300
Fax number +27 11 484 0582
Website www.sahrc.org.za
e-mail address paia@sahrc.org.za

5. LATEST NOTICE IN TERMS OF SECTION 52(2)

Categories of records of The Trust which are available without a person having to request access in terms of the act section 52(2)

(Information required under Section 51(1)(c) of the Act)

Annual Financial Statements

6. Records are kept in accordance with the following legislation:

(Information required under Section 51(1)(d) of the Act)

Trust Property Control Act (Act 57 of 1988)
Income Tax Act (No 58 of 1962)
Value Added Tax Act (No 89 of 1991)
Protection of Personal Information Act (No 4 of 2013)
Electronic Communications and Transactions Act, (No. 25 of 2002).

7. ACCESS TO RECORDS HELD BY The Trust

(Information required under Section 51(1)(e) of the Act)

It should be noted that any and all records, whether specifically listed herein or not, shall only be made available subject to the provisions of the Act.

a. How to request a record

The requestor must make use of the prescribed form to make the request, a copy of which is attached as ANNEXURE B to this manual. The request must be made to the Information Officer at the address of WWF-SA provided herein.

The requester must

- i. Provide sufficient detail in the request to enable the Information Officer to identify the record or records requested and the requester.
- ii. Indicate which form of access is required.
- iii. Specify a postal address or fax number in South Africa, or an e-mail address. The requestor should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- iv. Identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- v. Submit proof, to the satisfaction of the head of the private body, of the capacity in which the requester is making the request if a request is made on behalf of another.

Completed request forms together with the request fee (if applicable) should be submitted to the Information Officer as described under item 3: CONTACT DETAILS.

The request for access to records will deem to have been made once the form has been received by our offices.

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 request fee:

- The information officer must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request.
- The fee that a requester must pay to a private body is R50.00. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the Information Officer has made a decision on the request, the requester must be notified in the form he or she required.
- If the request is granted, then a further access fee must be paid for reproduction and for search and preparation to search and prepare the record for disclosure.

Should you require greater clarity, we refer you to the Guide on how to use the Promotion of Access to Information Act published by the Human Rights Commission on the website www.sahrc.org.za

c. Categories of records held by WWF-SA on behalf of The Trust

i. Administration & Operational Records

(as may be required for the day to day running of the Foundation)

- Address Lists
- Correspondence
- General Housekeeping information
- Minutes of meetings

ii. Other Records and Information pertaining (but not limited) to

- **Financial Management**, including Budgets, Banking, Investment statements & reports, Quarterly and Annual Financial reports, Accounting records, Auditor's reports, Tax Returns and VAT reports.

- **Governance**, such as Trust Deed, Registration of trustees with the Master of the High Court,
- **Legal and Compliance**, such as Funding Agreements and Memoranda of Understanding.

8. OTHER INFORMATION AS MAY BE PRESCRIBED

(Information required under Section 51(1)(f) of the Act)

Not applicable. As at 15 November 2002 the Minister has not prescribed any other information that must be contained in the Manual.

9. AVAILABILITY OF THE MANUAL

(Information required under Section 51(3) of the Act)

A copy of this manual is available for inspection at the reception desk of WWF South Africa and copies can be made at a charge of R1.10 (one rand ten cents) per A4 page. Copies are also available from the South African Human Rights Commission.

10. PRESCRIBED FEE STRUCTURE AND APPLICATION FORM IN RESPECT OF PRIVATE BODIES

The fee structure and the application form are prescribed under the PAI Act and are attached to this manual. It is also available from:

- the Government Gazette,
- the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (section: "regulations")
- the SAHRC website (www.sahrc.org.za).

ANNEXURE A

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 compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(d) (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
(e) (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
(1) (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
(1) (c) For a copy in a computer-readable form on compact disc	70,00
(1) (d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(1) (d) (ii) For a copy of visual images	60,00
(1) (e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(1) (e) (ii) For a copy of an audio record	30,00
(1) (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: <ol style="list-style-type: none">(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.	

ANNEXURE B

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]

A. Particulars of private body

THE TABLE MOUNTAIN FUND

Mail to:

Care of WWF South Africa,
P O Box 23273,
Claremont 7735
South Africa

Or deliver to:

Care of WWF South Africa
First Floor, Bridge House,
Boundary Terraces,
1 Mariendahl Lane,
Newlands 7700
South Africa

Or fax to 086 535 9433(SA only) or +27 (0)21 671 0274

Or e-mail to paia.request@wwf.org.za (as attachment)

**Attention: The Information Officer
Mrs Jodie Johnson**

B. Particulars of person requesting access to the record

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

Full names and surname: _____

Identity number: _____

Postal address: _____

Postal Code _____

Telephone number: _____

Fax number: _____

E-mail address: _____

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

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 / details 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 page and attach it to this form. **The requester must sign all the additional pages.***

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 of R50.00** has been paid.*
(b) *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.*

(c) 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.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (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.
- (c) The **fee payable for access to the record**, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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2. If record consists of visual images

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
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3. If record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of the soundtrack* (written or printed document)
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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 or stiffy / compact disc 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 page and attach it to this form. **The requester must sign all the additional pages.***

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:

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 of _____ 20 ____

SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE