

**WINGATE PARK RESIDENTS ASSOCIATION
WINGATE PARK INWONERSVERENGING
("WIPRA NPC")
REGISTRATION NUMBER: 2000/018276/08**

PROMOTION OF ACCESS TO INFORMATION MANUAL

1. INTRODUCTION AND PURPOSE OF PAIA MANUAL

1.1. This PAIA Manual is prepared in accordance with the provisions of the Information Regulator and the Promotion of Access to Information Act, No. 2 of 2000 (**"the PAIA"**) and must be read in conjunction with the RESIDENTS ASSOCIATION / NPC's POPI Policy. The RESIDENTS ASSOCIATION / NPC recognises the importance of balancing the right of access to information with the rights to privacy, confidentiality, and the efficient administration of the RESIDENTS ASSOCIATION / NPC. Accordingly, requests for access to records will be considered in accordance with the provisions of the PAIA, POPIA and the Companies Act.

2. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE WIPRA NPC

2.1. Information Officer

Name: Bernhard Häussermann

Tel: 084 754 4832

• Email: bernhardgh@icloud.com

Address: 645 Hofmeyr Street, Wingate Park, Pretoria, 0181

2.2. Access to general information

Email: wingateparkra@gmail.com

Address: 645 Hofmeyr Street, Wingate Park, Pretoria, 0181

3. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

3.1. The Regulator has, in terms of Section 10(1) of the PAIA (as amended), updated and made available the revised Guide on how to use the PAIA ("**the Guide**"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in the PAIA and the POPIA. The Guide can be obtained from the website of the Information Regulator (<https://info regulator.org.za/>).

4. ACCESS TO INFORMATION

4.1. A request for access to information must be made by the requester in the prescribed form (Form 2 – request for access to record) which can be obtained from the Information Regulator's website or at the end of this PAIA Manual. The form is to be addressed and sent to the Information Officer of the RESIDENTS ASSOCIATION / NPC.¹⁵

4.2. A request for generic information which does not contain personal information of an identifiable person, including, but not limited to, the Memorandum of Incorporation, Rules and General Notices, can be requested via email or otherwise without completing the prescribed Form 2.

¹⁵ Paragraph 16.22 of the Community Schemes Ombud Service Consolidated Practice Directive 1 of 2025.

5. CATEGORIES OF RECORDS OF WIPRA NPC WHICH CAN BE REQUESTED BY COMPLETING THE PRESCRIBED FORM 2

5.1. A request for the below mentioned documentation requires the requester to complete the prescribed Form 2:¹⁶

- 5.1.1. Minutes of meetings, including AGMs and directors' meetings;
- 5.1.2. The Memorandum of Incorporation, Rules and other governance documents of the RESIDENTS ASSOCIATION / NPC;
- 5.1.3. The audited financial statements of the RESIDENTS ASSOCIATION / NPC;
- 5.1.4. Banking records and information relating to the RESIDENTS ASSOCIATION / NPC's bank accounts;
- 5.1.5. Procurement decisions;
- 5.1.6. Election outcomes and process;
- 5.1.7. Investments for the RESIDENTS ASSOCIATION / NPC;
- 5.1.8. Information relating to security and maintenance of the RESIDENTS ASSOCIATION / NPC;
- 5.1.9. Any other information pertaining to the governance of the RESIDENTS ASSOCIATION / NPC as may be deemed necessary; and

¹⁶ Paragraph 16.29 of the Community Schemes Ombud Service Consolidated Practice Directive 1 of 2025.

5.1.10. The RESIDENTS ASSOCIATION / NPC's insurance policy.

6. RECORDS OF WIPRA NPC WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

6.1. Records may be available in accordance with any other legislation, including, but not limited to, the following:

6.1.1. The Companies Act 71 of 2008;

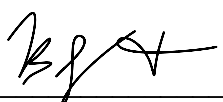
6.1.2. The Community Schemes Ombud Service Act 9 of 2011;

6.1.3. The Income Tax Act 58 of 1962; and

6.1.4. The Protection of Personal Information Act 4 of 2013.

7. UPDATING OF THE MANUAL

7.1. The Information Officer of WIPRA NPC will on a regular basis update this manual.


Information Officer

-----oOo-----