

The Principal Officers' Association of South Africa ("POA")

Manual required in terms of section 51 of the Promotion of Access to Information Act, Act No. 20 of 2000 ("the Act")

The POA is a non-profit organization (also known as an association not for gain) registered in terms of Section 21 of the Companies Act of 1973.

A. Contact Details

Chief Executive Officer Chairperson of the Board of Directors	Anne-Marie D'Alton Wanjiru Kirima
Board of Directors	Andrew Crawford, Mark de Klerk, Eddie Erasmus, Gary Hughes, Lavinia Khangala, Patrick Mayne, Bonga Mokoena, Desiree Partridge, Maemili Ramataboe, Peter Zibi
Company Registration Number VAT Registration Number	2002/018706/08 4880240439
Registered Physical Address	C33 Lone Creek Corner Mac Mac Road & Howick Close Waterfall Park Midrand
Registered Postal Address	P O Box 1193 Halfway House 1685
Contact Phone Number Contact Fax Number E-mail Addresses	(011) 805 6340 (011) 805 2388 info@poa.org.za ceo@poa.org.za
Website	www.poa.org.za

B. The South African Human Rights Commission Guide

The SA Human Rights Commission has compiled a Guide to the Act to help people exercise their rights under the Act. The Human Rights Commission can be contacted at:

29 Princess of Wales Terrace
 Corner York St & St Andrews Rd
 Parktown, Johannesburg

PO Box 2700
 Houghton
 2041

Contact Phone Number: (011) 484 8300
 Contact Fax Number: (011) 484 0582
 Email Address: paia@sahrc.org.za
 Website: www.sahrc.org.za

C. Records kept at the physical address of the POA or on the POA website, www.poa.org.za

How to access records

Requests for access to records of the POA may be directed on the CEO on (011) 805 6340 during office hours, or by email at: ceo@poa.org.za or info@poa.org.za. Certain records which are in the public domain may be viewed on the website.

Particulars of records

The following records are kept by the POA:

Description of the record (section 51(1)(d))	Description of subject to which the record relates (section 51(1)(e))
Pension Funds Act, Act No. 24 of 1956 – updated in 2009	The law providing for the registration, incorporation, regulation and dissolution of retirement funds
General Pension Act, Act No. 29 of 1979 – updated in 2009	The consolidation of certain laws relating to pensions generally and regulation of pension matters
Government Employees Pension Law – Proclamation 21 of 1996 – updated in 2009	The law providing for, <i>inter alia</i> , the payment of pensions and benefits to persons in Government employment and employment of certain bodies and institutions
Confidential membership lists	Confidential lists kept and maintained by the POA with details of members and their contact details
List of board members and their contact details	Self-explanatory. Contact details are kept confidential but may be requested where appropriate
Memorandum and Articles of Association	Web-based copy of Memo and Articles as required by section 21 of the Companies Act
Performance Management Toolkit	Web-based toolkit available to POA members only which contains assessment documents, contracts, etc which are of use to Principal Officers
Governance Toolkit	Web-based toolkit available to POA members only which contains documents dealing with trustee board appraisals, terms of reference for subcommittees, meeting policy and procedures, gift registers, etc which are of use to Principal Officers
Fit and Proper Requirements Toolkit	Web-based toolkit available to POA members only which contains guides to meeting the Fit and Proper Requirements for Principal Officers now required by law

D. Further information

Further information about the POA can be obtained from the POA Office by calling (011) 805 6340 during office hours.