



Atlas Studios  
33 Frost Avenue  
Milpark  
Johannesburg  
[admin@swiftsa.org.za](mailto:admin@swiftsa.org.za)

P.O. Box 1330  
Fontainebleau  
Johannesburg  
2032

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**SECTION 51 MANUAL FOR  
SISTERS WORKING IN FILM AND TELEVISION  
(SWIFT)**

**INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT**

**Postal Address:** P. O. Box 1330, Fontainebleau, 2032  
**Street Address:** Atlas Studios, 33 Frost Avenue, Milpark, Johannesburg  
**E- Mail address:** Admin@swiftsa.org.za

**DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)**

A Guide has been compiled in terms of Section 10 of PAIA by Sisters Working in Film and Television. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in English.

The Guide is available for inspection, *inter alia*, at the offices of the SWIFT at Atlas Studios and on the website, [www.swiftsa.org.za](http://www.swiftsa.org.za).

**THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):**

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

**RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)**

Records available in terms of other legislation are as follows:

- Public Finance Management Act 1 of 1999
- Non Profits Act of 1997

**SUBJECTS AND CATEGORIES OF RECORDS HELD BY SISTERS WORKING IN FILM AND TELEVISION: SECTION 51(1)(e)**

**I. COMPANIES ACT RECORDS**

- Constitution, as approved on 28 January 2017
- Minutes of Board meetings
- Minutes of Annual General meetings
- Minutes of Special General meetings
- Records relating to the appointment contractors

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NPO 186-039 PBO 930057255





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## **2. FINANCIAL RECORDS**

- Annual Financial Statements
- Accounting Records
- Bank Statements
- Asset Register
- Invoices

## **3. INCOME TAX RECORDS**

- SARS registration number: 9014090279
- SWIFT is a Non-Profit organisation registration number NPO 186-039
- Tax exempted and a Public Benefit Organisation: PBO 930057255
- Non-VAT registered

## **4. PERSONNEL DOCUMENTS AND RECORDS**

SWIFT is managed by a voluntary board

- Personal details of all Board members may be obtained from our offices
- Personal details of the SWIFT Public Officer may be obtained from our offices

## **DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)**

The requester must:

- complete Form C and submit this form together with a request fee, to the SWIFT Public Officer
- submit the form to SWIFT's address, or electronic mail address
- The form must:
  - provide sufficient particulars to enable the Public Officer to identify the record/s requested and to identify the requester,
  - indicate which form of access is required
  - specify an email address or postal address or fax number of the requester in the Republic,
  - identify the right that the requester is seeking to exercise or protect,
  - and provide an explanation of why the requested record is required for the exercise or protection of that right,
  - if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,
  - if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of SWIFT.

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Signed March 2017, Johannesburg

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EJ Aboud: SWIFT Public Officer

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