



MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT NO. 2 OF 2000

Particulars in terms of section 51(1)(a)

Name of Private Body

East Cape Master Builders' and Allied Industries Association

Head of Body

The Executive Director

Postal Address

P O Box 7086
Newton Park
6055

Street Address

82 Worraker Street
Newton Park

Telephone Number

041 365 1835

Fax Number

041 364 1676

Electronic Mail Address

ecmba@global.co.za

Particulars in terms of Section 51 (1)(b)

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the Information Guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, telephone (011) 484 8300, fax: (011) 484 8403

Particulars in terms of Section 51(1)(c)

Not applicable

Particulars in terms of Section 51(1)(d)

Records are kept by the East Cape Master Builders Association in accordance with the following legislation (other than the Access to Information Act, 2 of 2000):

Basic Conditions of Employment Act, 75 of 1997

Compensation for Occupational Injuries and Diseases Act, 130 of 1993

Employment Equity Act, 55 of 1998

Income Tax Act, 58 of 1962

Labour Relations Act, 66 of 1995

Skills Development Levies Act, 9 of 1999

Unemployment Insurance Act, 63 of 2001

Value-added Tax Act, 89 of 1991

Particulars in terms of Section 51(1)(e)

Constitutional Documentation

Constitution, registration certificate as an Employers' Organisation and related documents

Web Site

The web site (www.ecmba.org.za) which can be accessed on the Internet, contain the following information:

- News
- Links
- About us
- Building tips
- Membership services
- Tender information
- Member search
- Application Form
- Information request

Circulars

A weekly News Bulletin to members containing notices of meeting and other information that might affect members

Communications

Correspondence sent and received by the Association

Operational Information

Various documents generated in the course of daily running and management of the Association, such as membership information, staff information, contracts, financial statements, documentation regarding the activities of the Association and general information.

Particulars in terms of Section 51(1)(f)

No other information is prescribed

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