

CFP CONFERENCES CC T/a KWALATA GAME RANCH

SECTION 51 MANUAL

(Produced in terms of Section 51 of the Promotion of Access to Information Act No.2 of 2000)

INTRODUCTION

The Close Corporation specializes in Conferences, Weddings, Yearend Functions, Team building and Adventure Camps.

1. CONTACT DETAILS

Head of the Corporation:	Charl Pretorius
Registration Number:	1998/006770/23
Postal Address:	P.O. Box 386, HAMMANSKRAAL, 0400
Physical Address:	123 Klipdrif, 90 JR, HAMMANSKRAAL, 0400
Telephone Number:	(012) 711-0245
Fax Number:	(012) 711-9000 OR (012) 711-2003
E-mail:	info@kwalata.co.za
Website:	www.kwalata.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit,	The South African Human Rights Commission
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984
Income Tax Act No 95 of 1967
Value Added Tax Act 89 of 1991
Basic Conditions of Employment Act No 75 of 1997
Employment Equity Act No 55 of 1998
Labour Relations Act No 66 of 1995
Unemployment Insurance Act No 63 of 2001
Unemployment Contributions Act No 4 of 2002
Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993
Skills Development Levies Act 9 of 1999
Regional Services Councils Act No 109 of 1985

4. RECORDS HELD BY CFP CONFERENCES CC

Closed Cooperation documents, financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act. Should copies of these be needed / requested, please complete the form on page 4.



CFP Conferences CC Trading as Kwalata Game Ranch

Reg No 1998/006770/23 Vat No 4570210783
HR Policies

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation and the South African Human Rights Commission.

7. FEES IN RESPECT OF PRIVATE BODIES

- 7.1 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.
- 7.2 The fees for reproduction referred to in regulation 11(1) are as follows:
- | | R |
|--|-------|
| 7.2.1 For every photocopy of an A4-size page or part thereof | 2,50 |
| 7.2.2 For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | 1,50 |
| 7.2.3 For a copy in a computer-readable form on - | |
| (a) stiffy disc | 7,50 |
| (b) compact disc | 70,00 |
| 7.2.4 (a) For a transcription of visual images, for an A4-size page or part thereof | 40,00 |
| (b) For a copy of visual images | 60,00 |
| 7.2.5 (a) For a transcription of an audio record, for an A4-size page or part thereof | 20,00 |
| (b) For a copy of an audio record | 30,00 |
- 7.3 The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.



- 7.4 The access fees payable by a requester referred to in regulation 11(3) are as follows:
- | | R |
|---|-------|
| 7.4.1.1 For every photocopy of an A4-size page or part thereof | 1,10 |
| 7.4.1.2 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 |
| 7.4.1.3 For a copy in a computer-readable form on - | |
| (a) stiffy disc | 7,50 |
| (b) compact disc | 70,00 |
| 7.4.1.4 (a) For a transcription of visual images, for an A4-size page or part thereof | 40,00 |
| (b) For a copy of visual images | 60,00 |
| 7.4.1.5 (a) For a transcription of an audio record, for an A4-size page or part thereof | 20,00 |
| (b) For a copy of an audio record | 30,00 |
| 7.4.1.6 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. | |
| 7.4.2 For purposes of section 54(2) of the Act, the following applies: | |
| 7.4.2.1 Six hours as the hours to be exceeded before a deposit is payable; and | |
| 7.4.2.2 one third of the access fee is payable as a deposit by the requester. | |
| 7.4.3 The actual postage is payable when a copy of a record must be posted to a requester. | |



[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number

Telephone 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

<i>This section must be completed ONLY if a request for information is made on behalf of another person.</i>

Full names and surname:

Identity number:

D. Particulars of record

- | | |
|-----|---|
| (a) | <i>Provide full particulars 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.</i> |
| (b) | <i>If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.</i> |

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record



E. Fees

- | | |
|-----|---|
| (a) | <i>A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.</i> |
| (b) | <i>You will be notified of the amount required to be paid as the request fee.</i> |
| (c) | <i>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.</i> |
| (d) | <i>If you qualify for exemption of the payment of any fee, please state the reason for exemption.</i> |

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:			
<p><i>Mark the appropriate box with an X.</i></p> <p>NOTES:</p> <p>(a) <i>Compliance with your request in the specified form may depend on the form in which the record is available.</i></p> <p>(b) <i>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.</i></p> <p>(c) <i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i></p>					
1. If the record is in written or printed form:					
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	inspection of record		
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"/>		<input type="checkbox"/>	transcription of the images*		
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 soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				



G. Particulars of right to be exercised or protected

*If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios.*

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 WHO'S BEHALF REQUEST IS MADE**

