

Southern Dream Lodge C.C.

Registration number **2004/084881/23**

Trading as **Southern Right Lodge**

Promotion of Access to Information Policy

**Promotion of Access to Information Act,
2000 (Act No. 2 of 2000)**

Adams, Schouw & Cain 2 Inc.

**Southern Dream Lodge C.C.
Trading as Southern Right Lodge**

Promotion of Access to Information Policy

Table of contents

	<i>Page</i>
Preamble	2
Main business	2
Section A – Contact details	2
Section B – The official guide	3
Section C – Information available in terms of the Act	4 - 5
Section D – Information available in terms of other legislation	6
Section E – Declaration of the Information Officer	6
Annexure “A” Request for access to record of private body	7 - 10
Annexure “B” Fees in respect of private bodies	11 - 13

Southern Dream Lodge C.C.
Trading as Southern Right Lodge

Promotion of Access to Information Policy

Preamble

The Promotion of Access to Information Act No.2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

Main Business

Guest House

In this manual you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information. A copy of this manual is also available on our website address presented below.

Section A

Contact Details:

Registered Address:	24 Raed Na Gael Street Hermanus 7200 South Africa
Postal Address:	PO Box 642 Hermanus 7200 South Africa
Telephone Number:	+2728 312 2031
Fax Number:	+2728 313 1890
Members:	P Findeisen
Designated Information Officer:	Peter Findeisen
Email Address:	southern-right-lodge@hermanus.co.za
Website address:	www.southern-right-lodge.co.za

Southern Dream Lodge C.C.

Trading as Southern Right Lodge

Promotion of Access to Information Policy

Section B – The official guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the Information Officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

The latest notice in terms of section 52(2)

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.

Southern Dream Lodge C.C.

Trading as Southern Right Lodge

Promotion of Access to Information Policy

Section C – Information available in terms of the Act

It is important to note that access to any information is not automatic - you must identify the right you are seeking to exercise or protect and explain why the information you request is required for the exercise or protection of that right.

1. Categories of information

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- (i) Founding statement and Amended Founding Statement;
- (ii) Minute Book as well as Resolutions passed at members meetings;
- (iii) Register of Members;
- (iv) Register of Fixed Assets;
- (v) Annual Financial Statements;
- (vi) Books of Account regarding information required by the Close Corporations Act No. 69 of 1984;
- (vii) Supporting schedules to books of account and ancillary books of account.

(b) ACCOUNTING RECORDS

- (i) Books of Account including journals and ledgers;
- (ii) Delivery notes, orders, invoices, statements, receipts and vouchers.

(c) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Remuneration paid to each employee;
- (iii) Date of birth of each employee;
- (iv) Wages register;
- (v) Staff records (after date of employment ceases).

(d) OTHER EMPLOYEE RECORDS

- (i) Employee contracts.

(e) MOVABLE PROPERTY

- (i) Asset register.

(f) AGREEMENTS AND CONTRACTS

- (i) Agreements with customers.

(g) TAXATION

- (i) Income Tax Returns and other tax returns and documents.

(h) INSURANCE

- (i) Insurance policies;
- (ii) Claim records;
- (iii) Details of insurance coverages, limits and insurers.

Southern Dream Lodge C.C.

Trading as Southern Right Lodge

Promotion of Access to Information Policy

Section C – Information available in terms of the Act (continued)

1. Categories of information (continued)

(i) INFORMATION TECHNOLOGY

- (i) Hardware;
- (ii) Operating Systems;
- (iii) Software Packages.

(j) SALES AND MARKETING

- (i) Markets;
- (ii) Customers;
- (iii) Brochures, Newsletters and Advertising Materials.

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in annexure "A" hereto. These forms are available from:

- our information officer (whose contact details are in section A of this manual);
- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access to any information is not automatic - you must identify the right you are seeking to exercise or protect and explain why the information you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

Southern Dream Lodge C.C.

Trading as Southern Right Lodge

Promotion of Access to Information Policy

Section D – Information available in terms of other legislation

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

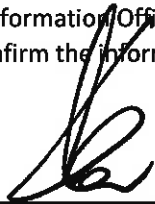
- Basic Conditions of Employment Act No. 75 of 1997
- Close Corporations Act No. 69 of 1984
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993

Where applicable to our operations, we also retain records and documents in terms of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Close Corporations Act No. 69 of 1984
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993

Section E – Declaration of the Information Officer

I the duly appointed Information Officer in terms of the Promotion of Access to Information Act 2000, hereby confirm the information contained herein is true and correct.



SIGNATURE

6 December 2011

DATE

Southern Dream Lodge C.C.

Trading as Southern Right Lodge

Promotion of Access to Information Policy

ANNEXURE "A"

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53 (1) of the Promotion of Access to Information Act, 2000(Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

(a) The particulars of the person who requests access to the record must be given below.

(b) The address and/or fax number in the Republic to which the information is to be sent must be given.

(c) Proof of the capacity in which the request is made, if applicable, must be attached.

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

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

Full names and Surname: _____

Identity number: _____

**Southern Dream Lodge C.C.
Trading as Southern Right Lodge**

Promotion of Access to Information Policy

D. Particulars of record

*(a) 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.
(b) 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. Description of record or relevant part of the record:

2. Reference number, if available: _____

3. Any further particulars of record:

E. Fees

*(a) 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.
(b) You will be notified of the amount required to be paid as the request fee.
(c) 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.
(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

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:

Southern Dream Lodge C.C.

Trading as Southern Right Lodge

Promotion of Access to Information Policy

Mark the appropriate box with an X.

NOTES:

(a) Compliance with your request in the specified form may depend on the form in which the record is available.

(b) 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.

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

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"/>	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"/>	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.**

<input type="checkbox"/>	YES
--------------------------	-----

<input type="checkbox"/>	NO
--------------------------	----

**Southern Dream Lodge C.C.
Trading as Southern Right Lodge**

Promotion of Access to Information Policy

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 WHOSE BEHALF REQUEST IS MADE

Southern Dream Lodge C.C.

Trading as Southern Right Lodge

Promotion of Access to Information Policy

ANNEXURE "B"

AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.

The fees chargeable by private bodies are contained in Part III of Annexure "A" of the Regulations. A copy of Part III is attached for your convenience. The present charges are as follows:

1. Copies of a manual

Should an individual require a copy of the private body's manual, a fee of R1,10 is chargeable for every photocopy of an A4 page or part thereof.

2. Reproduction fees

Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure "A" to the Regulations.

3. Access fees

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure "A" to the Regulations.

4. Other fees

1. A request fee of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this Work.
2. A search fee may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
3. If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.
4. If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

1 Section 52(3) and Regulation 1(1).

2 Section 54(7) and Regulation 11(3).

3 Section 54(1) and Regulation 11(2).

4 Annexure "A", Part III, Item 4(1)(f).

5 Section 54(2).

**Southern Dream Lodge C.C.
Trading as Southern Right Lodge**

Promotion of Access to Information Policy

PART III

FEES IN RESPECT OF PRIVATE BODIES

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.

2. The fees for reproduction referred to in regulation 11 (1) are as follows:

(a)	For every photocopy of an A4-size page or part thereof	R1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,75
(c)	For a copy in a computer-readable form on—	
(i)	stiffy disc	R7,50
(ii)	compact disc	R70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R40,00
	(ii) For a copy of visual images	R60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R20,00
	(ii) For a copy of an audio record	R30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11 (3) are as follows:

(1)	(a)	For every photocopy of an A4-size page or part thereof	R1,10
	(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,75
	(c)	For a copy in a computer-readable form on—	
		(i) stiffy disc	R7,50
		(ii) compact disc	R70,00
	(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R40,00
		(ii) For a copy of visual images	R60,00
	(e)	(i) For a transcription of an audio record	R20,00
		(ii) For a copy of an audio record	R30,00
	(f)	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.	

**Southern Dream Lodge C.C.
Trading as Southern Right Lodge**

Promotion of Access to Information Policy

- (2) For purposes of section 54 (2) of the Act, the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.

- (3) The actual postage is payable when a copy of a record must be posted to a requester.