

THE TURBINE ON THESEN (PTY) LTD

(Reg. nr: 2009/021154/07)

MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2000 (“the act”)

CONTENTS

A Introduction

B Particulars in terms of section 51 of the Promotion of Access Information Act

1. Contact details
2. The section 10 Guide on how to use the Act
3. Records available in terms of other legislation
4. Records available without having to request in terms of PAIA
5. Access to records that may be requested in terms of PAIA
6. Request procedures to be followed
7. Prescribed fees
8. Other information as may be prescribed
9. Availability of the manual

Compiled by F J Slabber
P O Box 117
Robertson 6705
Tel: +27 83 250 6030



A INTRODUCTION

Main Business

Investment in hotel and operation thereof

Secondary Business

None

B PARTICULARS IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT

1. Contact details

- 1.1 Head of company/corporation/partnership/business: **G C Engel**
- 1.2 Postal address: P O Box 2279, Knysna 6570
- 1.3 Physical address: TH36 Sawtooth Lane, Thesen Harbour Town, Knysna 6571
- 1.4 Telephone number: +27 (083) 253 2882
- 1.5 PAIA contact: G C Engel E-mail address: geoff@nextstep.co.za
- 1.6 POPI contact (Appointed Information Officer): A Beyers E-mail address: accounts@turbinehotel.co.za

2. The section 10 Guide on how to use the Act

The Guide is available at our principal place of business or may be requested from the Information Regulator at the Department of Justice and Constitutional Development. Please direct any queries to:

The Director: PAIA & Interception
Department of Justice and Constitutional Development
Telephone +27 12 357 8544
Cell +27 82 898 7289
PAIA email paia@justice.gov.za
PAIA website www.justice.gov.za/paia/paia.htm

3. Records available in terms of other legislation

Records are kept in terms of the following legislation:

Basic Conditions of Employment Act, No 75 of 1997
Companies Act, No 71 of 2008
Compensation for Occupational Injuries and Health Diseases Act, No130 of 1993
Consumer Protection Act, No 68 of 2008
Debtors Collectors Act, No 114 of 1998
Electronic Communications and Transactions Act, No 25 of 2002

Income Tax Act, No 58 of 1962
Labour Relations Act, No 66 of 1995
National Credit Act, No 34 of 2005
Occupational Health & Safety Act, No 85 of 1993
Promotion of Access to Information Act, No 2 of 2000
Protection of Businesses Act, No 99 of 1978
Protection of Personal Information Act, No 4 of 2013
Skills Development Levies Act, No 9 of 1999
Skills Development Act, No 97 of 1998
Unemployment Insurance Contributions Act, No 4 of 2002
Unemployment Insurance Act, No 63 of 2001
Value Added Tax Act, No 89 of 1991

4. Records available without having to request in terms of PAIA: None

5. Access to records that may be requested in terms of PAIA

5.1 No notice in terms of section 52(2) of the Act has been submitted.

5.2 The following records are held by The Turbine on Thesen (Pty) Ltd (The “Private Body”). It is recorded that accessibility of the documents listed below may be subject to the grounds of refusal as catered for in the Act. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act and other applicable legislation:

5.2.1 Statutory documents:

Documents of Incorporation: Memorandum and Articles of Incorporation
Minutes of directors/members meetings
Share register

5.2.2 Personnel documents and records:

Human resources manual and policies
Employment contracts
Attendance register
Salary records
Leave records
Disciplinary records
Safety records
Staff health records
Employment equity plan
SETA records
Training procedures
Correspondence
Training records

5.2.3 **Financial records:**

- Annual financial statements
- Monthly financial reports
- Assets register
- Stock records
- Expense vouchers and supporting documentation
- Bank and investment account details
- Rental Agreements
- Invoices
- Licenses
- Software programs and applications
- Insurance records

5.2.4 **Statutory returns:**

- Tax returns
- VAT records
- Skills development levies
- UIF records
- Workmen's compensation records

6. Procedures to be followed where information is requested

- 6.1 The requester must use the prescribed form (Form C attached hereto) to make the request for access to records.
- 6.2 The request must be directed to the head of the Private Body and must be made to the address, fax number or electronic mail address.
- 6.3 The requester must provide sufficient detail on the request form to enable the head of the Private Body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- 6.4 The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 6.5 If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Private Body.
- 6.6 A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.
- 6.7 The head of the Private Body will notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee before further processing the request.

- 6.8 After the head of the Private Body has made a decision on the request, the requester will be notified in the required form.
- 6.9 If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

7. Prescribed fees

- 7.1 Copy per A4 page R1,10
7.2 Printing per A4 page 75 cents
7.3 Search and preparation of the record for disclosure - R30 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation
7.4 Copy on a provided stiffer disc R7,50

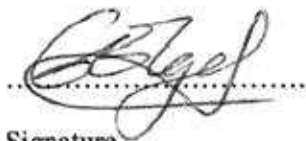
8. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

9. Availability of the manual

This manual can be inspected free of charge at the office premises set out in 1.3 above or obtained from our offices subject to the prescribed fees. Copies are also available for inspection from The Director, PAIA & Interception.

I confirm that the information set out above is accurate and complete and that it will satisfy the requirements of Act 2 of 2000.



Signature



Capacity



Date

FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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:

.....
.....
.....
.....
.....

FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
Mark the appropriate box with an X .	
NOTES: (a) Compliance with your request for access 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:				
	copy of record*		inspection of record	
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):				
	view the images		copy of the images*	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:				
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)	
4. If record is held on computer or in an electronic or machine-readable form:				
	printed copy of record*		printed copy of information derived from the record*	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.	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:

.....

.....

.....

FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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 year

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE