

Vandersteen Guest House CC

SECTION 51 MANUAL  
PROMOTION OF ACCESS TO INFORMATION ACT

## Contents

A.	INTRODUCTION .....	2
B.	PARTICULARS IN TERMS OF THE SECTION 51 MANUAL .....	2
1.	Contact details.....	2
2.	The section 10 Guide on how to use the Act .....	2
3.	The latest notice in terms of Section 52(2) if any .....	3
4.	Records available in terms of any other legislation (In terms of Section 51(1)(d)) .....	3
5.	Access to the records held by Vandersteen Guest House CC.....	3
6.	Other information as may be prescribed.....	5
7.	Availability of the manual .....	5

## **A. INTRODUCTION**

### **Main Business**

Guest house accommodation

## **B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

### **1. Contact details**

Head of the body: Mary-Ann Vandersteen

Postal address:  
21 DOREEN CRESCENT  
GLENASHLEY  
4051

Street Address:  
30 BRAEMAR AVENUE  
GLENASHLEY  
4051

Telephone number: 031 5727797  
Email: rus@iafrica.com

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

The Guide will, according to the South African Human Rights Commission (SAHRC), be available for inspection at the offices of the SAHRC. Please direct any queries to:

#### **The South African Human Rights Commission:**

##### **PAIA Unit**

##### **The Research and Documentation Department**

Postal address: Private Bag 2700  
Houghton  
2041

Telephone: +27 11 484-8300  
Fax: +27 11 484-7146  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### **3. 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.

### **4. Records available in terms of any other legislation (In terms of Section 51(1)(d))**

1. Basic Conditions of Employment No. 75 of 1997
2. Close Corporations Act No. 69 of 1984
3. Employment Equity Act No. 55 of 1998
4. Income Tax Act No. 95 of 1967
5. Labour Relations Act No. 66 of 1995
6. Value Added Tax Act No. 89 of 1991

### **5. Access to the records held by Vandersteen Guest House CC**

#### **i. Information readily available**

Not Applicable

#### **ii. Records that may be requested:**

##### Administration

- ☐ Correspondence

##### Finances

- ☐ Annual financial statements
- ☐ Assets Register
- ☐ Banking details
- ☐ Bank statements

##### Human Resources

- ☐ Disciplinary records and documentation pertaining to disciplinary proceedings
- ☐ Employment contracts
- ☐ Personnel Files
- ☐ Remuneration records and policies

##### Incorporation Documents

- ☐ Certificate of incorporation
- ☐ Amended founding statement

#### Information Technology

- o Computer software support and maintenance agreements
- o Software licence agreements
- o Agreements in respect of computer hardware
- o Agreements with Internet Service Providers

#### Operations

- o Sales records
- o Specific types of work done and records related to it:

Specific agreements and documents relating to the private body's business activities

### iii. **The request procedures:**

#### **Form of request:**

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- 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.
- 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.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

#### **Fees:**

- 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:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- 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.

#### **6. Other information as may be prescribed**

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

#### **7. Availability of the manual**

The manual is also available for inspection during office hours at the offices of Vandersteen Guest House CC free of charge. Copies are available from the SAHRC.