

SECTION 51 MANUAL FOR

FELIX UNITE TENTED CAMPS cc

CONTENTS

- A – Introduction
- B – Particulars in terms of Section 51 Manual

A

INTRODUCTION TO THIS PRIVATE BODY

Tented Camps objective is to offer their clients a turning solution whereby once the site/location has been identified, their carefully selected skilled and professional team will move in and construct a temporary camp with all facilities and amenities

B

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Full Name: Felix Unite Tented Camps CC

Registration number: 1992/013074/23

Registered address:

2 Baker Street, Montague Gardens, Cape Town, South Africa, 7441

Postal address:

P O Box 1617, Milnerton, 7435

Telephone number:

(082) 494 7454

Fax number:

(086) 678 8207

Managing Director:

Ben Jansen Van Vuuren

Website: www.tentedcamps.com

2. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The Guide will be available from the South African Human Rights Commission by not later than August 2003. 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 11 484-0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. Access to the records held by the private body in question

3.1 The following records are automatically available to the general public without going through all the request procedures as contained in the Act:

- the company's Memorandum and Articles of Association
- Public relations brochures and publications;
- Media Releases

3.2 The following records are not automatically available without a request therefore in terms of the Act:

3.2.1 Personnel Records

These include the following:

- personnel information, employment histories and health records;
- personal records provided to the company by its personnel;
- records which a third party has provided to the company about any of its personnel;
- training and development;
- conditions of employment and other personnel-related contractual and legal records;
- internal evaluation records; and
- other internal records and correspondence.

3.3.2 Customer-related Records

These include the following:

- records which customers have provided to a third party acting for and on behalf of the company;
- records a third party has provided to the company; and
- records generated by or within the company pertaining to customers, including transactional records.

3.3.3 Supplier-related Records

These include the following:

- records which suppliers have provided to a third party acting for and on behalf of the company;
- records a third party has provided to the company; and
- records generated by or within the company pertaining to suppliers, including transactional records.

3.3.4 Company Records

These include:

- financial records, including but not limited to notarial bonds and loans;
- operational records;
- project management, including building plans and warehousing;
- functions and catering;
- databases;
- patents, registered designs and trademarks;
- technological know-how;
- information technology;
- intranet content and records;
- product records;
- marketing records;
- internal correspondence;
- company secretarial records;
- statutory records;
- statutory compliance records;
- internal policies and procedures;
- treasury-related records;
- insurance policies;
- securities and equities; and

- records held by officials of the company.

3.3.4 Other Parties

Records held by the company relating to other parties, including financial records, correspondence, contractual records, records provided by other parties and records third parties have provided about the company's contractors and suppliers in respect of contractors, suppliers, subsidiary or fellow subsidiary companies, joint venture partners and service providers.

4.4 Contact details for formal procedure

4.4.1 Contact details of the request liaison officer :

Ben Jansen Van Vuuren
Postal address: PO Box 1617, Milnerton 7435
Tel: (082) 494 7454
Fax: (086) 678 8207
E-mail: ben@a-unit.co.za

4.5 Request Procedures for a record not automatically available

4.5.1 A request for a record must be made on Form C (Request for Access to Record of Private Body) set out in annexure "B" to Government Notice No. R.187 dated 15 February 2002 ("the request form"). On request, the liaison officer will telefax a copy thereof to a prospective requester for this purpose.

4.5.2 The requester must provide sufficient detail on the request form to enable the information head to identify the record and the requester, must also indicate which form of access to the record is required, should also indicate if he or she wishes to be informed of the decision on the request in any other manner (and if so, state that manner and the necessary particulars to be informed), must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right, and otherwise complete the request form. If a request is made on behalf of another person, the requester must submit proof of the capacity in which he or she is making the request to the satisfaction of the information head.

4.5.3 The requester must submit the prescribed form to the request liaison officer at the address, telefax no. or electronic mail address set out in 4.4 above.

- 4.5.4** The following request fees are payable by every requester, other than a personal requester, before the request will be further processed:
- 4.5.4.1** R50,00 (fifty Rand); and
 - 4.5.4.2** if the information head is of the opinion that six hours will be exceeded to search, prepare and/or reproduce the record requested, a deposit is payable equal to one third of the access fee which would be payable if the request is granted.
- 4.5.5** The information head shall, as soon as is reasonably possible, but in any event within thirty days after a proper request has been received, decide whether or not to grant the request and notify the requester thereof.
- 4.5.6** If the request for access is granted, the notice referred to in 4.5.5 above will state the access fee to be paid upon access to the record, and the form in which such access shall be given.
- 4.5.7** After access is granted, actual access to the record requested will be given as soon as reasonably possible.
- 4.5.8** If the request for access is refused, the information head will provide adequate reasons for the refusal and the requester may apply to court for appropriate relief.
- 4.5.9** The attention of requesters is drawn to the following:
- 4.5.9.1** in certain circumstances the information head is entitled to extend the period of thirty days referred to in 4.3.5 above in terms of the Act;
 - 4.5.9.2** in certain circumstances the information head is obliged to notify a third party of a request for a record to whom or which that record relates, and of the rights of such third party to dispute the decision of the information head;
 - 4.5.9.3** in certain circumstances the information head is obliged to refuse a request for access to certain records in terms of the Act;

- 4.5.9.4** in certain circumstances the information head has a discretion to refuse a request for access to a record in terms of the Act;
- 4.5.9.5** the rights of a requester to lodge an internal appeal against certain decisions of the information head and to apply to court for appropriate relief in respect thereof.

5. RECORDS HELD BY THE COMPANY IN TERMS OF OTHER LEGISLATION AS CONTEMPLATED IN SECTION 51(1)(d) OF THE ACT

The following records are not automatically available without a request in terms of the Act:

Records are kept in accordance with the following legislation: Income Tax Act, 1962, Value-Added Tax Act, 1991, Compensation for Occupational Injuries and Diseases Act, 1993, Unemployment Insurance Act, 2001, Labour Relations Act, 1995, Basic Conditions of Employment Act, 1997, Employment Equity Act, 1998 and Skills Development Act, 1998.

6. AVAILABILITY OF THIS MANUAL

*This Manual is available for public inspection during office hours at the registered office of the company
i.e. 2 Baker Street, Montague Gardens 7441 : 082 494 7454*

7. 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 [s 54(1)].
- 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 [s 54(3)(b)].
- 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 [s 54(6)].