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**VILLA AFRIKANA**  
Guest Suites

# Access to Information Manual

**Afrikana Guest suites CC**

**MANUAL PREPARED IN TERMS OF SECTION 51  
OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT 2 OF 2000**

**Villa Afrikana Guest Suite**

13 Watsonia Drive – Paradise – Knysna – 6570 - South Africa

[www.villaafrikana.com](http://www.villaafrikana.com) - [concierge@villaafrikana.com](mailto:concierge@villaafrikana.com)

Tel - Fax 044 382 4989

Afrikana Guest Suites CC - CK 2007/179173/23



## 1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from **Afrikana Guest suites CC** as contemplated in terms of the Act.

Any requestor is advised to contact Rossano Giunti should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information/documents from **Afrikana Guest Suites CC** which is primarily in the business of trading as a Guesthouse.

**The following words will bear the following meaning in this manual:-**

**“the Act”** shall mean the Promotion of Access to Information Act, Nr. 2 of 2000, together with all relevant regulations published;

**“the/this manual”** shall mean this manual as available at the offices of **Afrikana Guest suites CC** from time to time;

**“SAHRC”** shall mean the South African Human Rights Commission.

**“Information Officer”** Rossano Giunti has been appointed as the Information Officer of **Afrikana Guest suites CC** to which requests for information in terms of the Act, should be addressed.

## 2. CONTACT DETAILS FOR THE PURPOSES OF THIS DOCUMENT

**Appointed Information Officer:** Rossano Giunti

**Physical / Postal Address:** 13 Watsonia Dr, Paradise, Knysna, 6570

**Telephone:** 044 382 4989 / **Fax:** 044 382 4989

**E-mail:** [concierge@villaafrikana.com](mailto:concierge@villaafrikana.com) / **Website address:** [www.villaafrikana.com](http://www.villaafrikana.com)

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**3. A GUIDE IN TERMS OF SECTION 10 OF THE ACT, ON HOW TO USE THE ACT WILL BE AVAILABLE FROM THE SAHRC.**

Contact details of the South African Human Rights Commission are as follows:

**PAIA Unit:**

**The Research and Documentation Department, Private Bag 2700, HOUGHTON 2041**

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

**4. INFORMATION AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION**

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation of Occupational Injuries and Disease Act 130 of 1993
- Companies Act 71 of 2008
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

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**5. INFORMATION/ RECORDS HELD BY AFRIKANA GUEST SUITES CC IN TERMS OF THE ACT**

**Administration**

- Registration documents
- Records relating to appointment of members/accountants and other officers

**Human Resources**

- Employment contracts
- Remuneration records
- Disciplinary code
- Disciplinary records
- Leave records

**Operations**

- Sales records
- Customer register
- Inventory records
- Suppliers registry
- Software licenses
- Policy documents

**Financial**

- Annual financial statements
- Accounting records
- Rental agreements
- Invoices
- Banking records

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## 6. AVAILABILITY OF THE MANUAL

This manual is available for inspection at the offices of **Afrikana Guest Suites CC**, free of charge. Copies of the manual may be obtained, subject to the prescribed fees, at the offices of **Afrikana Guest Suites CC**.

The manual can also be accessed on the websites of the SAHRC at: [www.sahrc.org.za](http://www.sahrc.org.za) and **Afrikana Guest Suites CC** at [www.villaafrikana.com](http://www.villaafrikana.com).

## 7. REQUEST PROCEDURES

### Form of request:

- The requester must use the prescribed FORM C (Click Here for Copy) 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 [s 53(1)].
- 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 [s 53(2)(a) and (b) and (c)].
- 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 [s53(2)(d)].

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- 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 [s53(2)(f)].

**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)].

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