

Promotion of Access to Information Act section 51 manual

THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 / 2000

Section 51(1)(a)

Name of Business: Umzumbe Chalets Share Block Limited

Contact Person: The Company Secretary

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Website: www.umzumbechalets.co.za

E-mail: info@umzumbechalets.co.za

Section 51(1)(b) The Section 10 Guide on how to use the Act

The Guide is available from the South African Human Rights Commission. Please direct 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

Section 51(1)(d) Information is available in terms of the following legislation, if and where applicable:

Basic Conditions of Employment Act No. 75 of 1997

Closed Corporation Act No. 69 of 1984

Electronic Communications and Transactions Act No. 25 of 2002

Employment Equity Act No. 55 of 1998

Income Tax Act No. 58 of 1962

Labour Relations Act No. 66 of 1995

Promotion of Access to Information Act No. 2 of 2000

Skills development Levies Act No. 9 of 1999

Unemployment Insurance Act No. 30 of 1966

Value – Added Tax Act No. 89 of 1991

Sections 51(1)(c) and 51(1)(e)

Records which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)] include details about or products, services and acceptable use policy.

Day to day operational information is generally not applicable to persons outside the company for the purpose of protecting their constitutional rights. (Examples of such information are: quotes, automated procedures, company policies, technical information, employee records and general accounting records).

Clients automatically have direct and full access to all information pertaining to the service / product delivered to them.

The Request Procedures (Prescribed form and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section.

Section 51(1)(f) Other information as may be prescribed

No regulations requiring compliance has been made.

Section 51(3) Availability of the material

Copies can be arranged via our Office.