

EL YOLO ONE HOLIDAY ACCOMMODATION (PTY) LTD.

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT NO. 2 OF 2000 ("THE ACT")

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1. INTRODUCTION

The manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from **El Yolo One Holiday Accommodation (Pty) Ltd.** as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Any requestor as advised to contact **Mr. W.I. Cillié** should he/she require any assistance in respect of the utilisation of this manual and/ or the requesting of documents/information from **El Yolo One Holiday Accommodation (Pty) Ltd.**

The following word will bear the following meaning in this manual:-

- "the Act" shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulation published.
- "the/this manual" shall mean this manual together with all annexures thereto as available at the offices of **El Yolo One Holiday Accommodation (Pty) Ltd.** from time to time.
- "El Yolo One" shall mean **El Yolo One Holiday Accommodation (Pty) Ltd.**
- "SAHRC" shall mean the South African Human Rights Commission.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body: El Yolo One Holiday Accommodation (Pty) Ltd.
Appointed information officer: Mr. W.I. Cillié
Address: Farm "Bo Haggas"
No. 145 Baviaans Municipality
Willowmore

Postal Address: P.O. Box 65
Bellville
7535
Telephone: 021 - 939 7164
Fax: 021 - 939 6381
E-mail: info@elyolo.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of section 10 of the Act, a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act.

Contact details of the South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041
Telephone: +27 11 484 8300
Fax: +27 11 484 0582
Website: www.sanrc.org.za
E-mail: PAIA@sahrc.org.za

4. NOTICE (S) IN TERMS OF SECTION 52(2) OF THE ACT (section 51(1)(c) of the Act)

At this stage no notice (s) has/have been published.

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act.

El Yolo One Holiday Accommodation (Pty) Ltd. keeps information /documents in accordance with the following legislation (please note that this is not an exhaustive list): -

- . Basic Conditions of Employment Act, Act No 75 of 1997 (Section 31)

6. DOCUMENTS / INFORMATION HELD EL YOLO ONE HOLIDAY ACCOMMODATION IN TERMS OF THE ACT (Section 51 (1)(e) of the Act)

The documents/information listed herein below pertain to the day-to-day management of the business of **El Yolo One Holiday Accommodation (Pty) Ltd:** -

- . Standard Employment Contracts
- . Insurance Policies

Tax:

. Certificates

. Returns

Accounting/Finance:

. Statements

. Books

. Documents/Invoices/Credit Notes

. Working papers

. Audit reports

Human Resources:

. Personal Particulars

. Remuneration

. Employments contracts

. Vehicles

. Client records

General:

. Contracts

. Quotes

It is recorded that any and all documents/information requested pertaining to the aforesaid should always only be made available to a requestor subject to the provisions of the Act.

7. OTHER INFORMATION (Section 51 (1)(f) of the Act)

The minister of Justice and Constitutional Development has to date not published any regulations of terms of this section.

8. AVAILABILITY OF THE MANUAL (Section 51 (3) of the Act)

8.1 This manual is available for inspection at the offices of **El Yolo One Holiday Accommodation (Pty) Ltd.** free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of **El Yolo One Holiday Accommodation (Pty) Ltd.**

8.3 The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) However, it should be noted that the manual accessible on the website of SAHRC, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations).

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
(b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
(c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number: _____ Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

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:

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

Disability:	Form in which record is required:
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Mark the appropriate box with an **X**.

NOTES:

- (a) Compliance with your request 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:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	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.			<input type="checkbox"/> YES <input type="checkbox"/> 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:

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 _____ 20

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE