

Cape Lancia Club.

Manual

(Registration number: 2013/026617/08)

Manual Prepared in Accordance with
Section 51 of the Promotion of Access to
Information Act, Act No. 2 of 2000
("The Act")

CONTENTS PAGE

1. Introduction 3
2. Contact details 4
3. Guide in terms of section 10 of the Act 4
4. Notice(s) in terms of section 52(2) of the Act 5
5. Information / documents available in accordance with other legislation 5
6. Document / Information held by Cape lancia Club in Terms of Act
(section 51(1) (e) of the Act 6
7. Other information 6
8. Availability of the manual 6
9. Form of request 9
10. Prescribed fees 11

1. Introduction

The manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Cape Lancia Club. as contemplated in terms of the Act.

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

Any requester is advised to contact Mr. F M Furtak should he / she required any assistance in respect of the utilization of this manual and / or the requesting of documents / information from Cape Lancia Club.

The following words 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 regulations published;

“Cape Lancia Club. ”

Shall mean Cape Lancia Club further in this manual;

“the/this manual”

shall mean this manual together with all annexures thereto as available at the offices of Cape Lancia Club from time to time;

“SAHRC”

shall mean the South African Human Rights

2. Contact Details (section 51 (1) (a) of the Act.

Name of body: Cape Lancia Club

Registration Number 2013/026617/08

Directors and shareholders

Felix Furtak

Id: 6205245219182

Khungeka Furtak

Id: 7003230999085

Designated Information Officer Felix Furtak

Address: 3 Plein st. Woodstock 7925 Cape Town

Telephone Number: +27 21 447 8350

Fax Number: +27 21 447 1923

Web Address: <http://www.lancia.org.za/>

3. Guide in Terms of Section 10 of the Act (Section 51(1)(b) of the Act)

A Guide has been compiled by the SAHRC in terms of section 10 of the Act. It contains information required by a person wishing to exercise any right, contemplated by the

Act. It is available in all of the official languages.

The guide is available for inspection, inter alia, at the offices of the SAHRC at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and at its website <http://www.sahrc.org.za>

Contact Details of the South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Private Bag 2700

Houghton

2041

Telephone Number +27 11 484 8300

Fax Number +27 11 484 0582

Website Address <http://www.sahrc.org.za/>

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

4. Notice(s) in Terms of Section 52(2) of the Act.(section 51(1) © 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)

Cape Lancia Club keeps information / documents in accordance with
the following legislation (please note that this is not an exhaustive list)

Companies Act, Act No. 61 of 1973

Income Tax Act, Act No 58 of 1962 (Section 75)

Valued-Added Tax Act, Act No. 89 of 1991 (Section 65)

Customs and Excise Act, Act No. 91 of 1964 (Section 101)

Unemployment Insurance Act, Act No. 75 of 1997 (Section 32)

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

Employment Equity Act, Act No 55 of 1998 (Section26)

Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993
(Section 97)

Insolvency Act, Act No. 24 of 1936 (Sections 134)

Occupational Health and Safety Act, Act No. 85 of 1993

6. Documents / Information Held by Cape Lancia Club 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 Cape Lancia Club.

Standard Employment Contracts

Employment Equity Plan & Report

Human Resources Policies and Procedures

List of Trademarks and pending applications

Insurance Policies

Documentation with regard to share option schemes

Other commercial contracts

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requester 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 in 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 Cape Lancia Club free of charge.

8.2. Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Cape Lancia Club

8.3. The manual can also be accessed on the websites of the SAHRC (<http://www.sahrc.org.za/>) and may be published in the Government Gazette. However, it should be noted that the manual accessible on the website of SAHRC, does not include the request forms or fee structure (set out on pages 12 and further of this manual). The request forms and fee structure can be obtained on the SAHRC website (<http://www.sahrc.org.za/>) or the website of Justice and Constitutional Development (<http://www.doj.gov.za/>) (under “regulations”).

9. Form of Request (Section 53(1) of the Act)

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 recorded below.

b) Furnish an address and/or fax number in the Republic to which information must be sent.

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 and 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 requested 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 therefore.

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: _____

Mark the appropriate box with an “X”.

Notes:

a) Your indication as to the required form of access depends 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 -

Copy of record* Inspection of record

2. If record consists of visual images - (this includes photographs, slides, video recordings, computer generated images, sketches, etc.). -

View the images Copy of the images* Transcription of the images*

3. If record consists of recorded works or information which can be reproduced in sound -

Listen to the soundtrack* (audio cassette)

Transcription of soundtrack* (written or printed document)

4. If record is held on computer or in an electronic or machine readable form -

Printed copy of record*

Printed copy of information derived from the record*

Copy in computer readable form* (stiffy or compact disc)

Yes
No

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.

2. Explain why the requested record is required for the exercising or protection of the aforementioned right _____

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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?

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

10. Prescribed Fees

The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

The fee for reproduction referred to in regulation 11(1), is as follows:

- a) For every photocopy of an A4-size page or part thereof R1,10
- b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form R1,10
- c) For a copy in a computer-readable form on :
 - stiffy disc R70,00
 - compact disc R70,00
- d) For a transcription of visual images, for an A4-size page or part thereof R70,00

For a copy of visual images R70,00

- e) For a transcription of an audio record, for an A4-size page or part thereof R70,00

For a copy of an audio record R70,00

The request fee payable by a requester, other than a personal requester, referred to in

regulation 11(2) is R70,00.

The access fee payable by a requester referred to in regulation 11(3) are as follows:

- a) For every photocopy of an A4-size page or part thereof R1,10
- b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form R1,10

For a copy in a computer-readable form on:

- a) stiffy disc R70,00
- b) compact disc R70,00 (d)i) For a transcription of visual images, For an A4-size page or part thereof R70,00

For a copy of visual images R70,00

For a transcription of an audio record, for an A4-size page or part thereof R70,00

For a copy of an audio record R70,00

To search for the record for disclosure, R70,00 for each hour or part of an hour reasonably required for such search and operation.

For purposes of section 54(2) of the Act, the following applies:

- a) Six hours as the hours to be exceeded before a deposit is payable; and 21
- b) one third of the access fee is payable as a deposit by the requester.

The actual postage is payable when a copy of a record must be posted to a requester.