

# Sanbonani Holiday Spa Shareblock Limited

Registration Number 1987/004734/06

**Guide to Accessing Sanbonani Holiday Spa Shareblock's Information**


Our Manual in terms of Section 51 of the  
Promotion of Access to Information Act 2/2000



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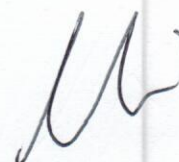
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1.

## **INTRODUCTION**

The main objective of the company is to operate both a property time-sharing scheme and a share-block scheme on the property known as Portion 5, Perry's Farm no 9 JU

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2.

**CONTACT DETAILS**

Full Name: **Sanbonani Holiday Spa Shareblock Limited**

Registration Number: **1987/04734/06**

Registered Address: **Stormvoel Street  
Hazyview  
1243**

Postal Address: **P.O. Box 433  
Hazyview  
1243**

Telephone Number: **013 737 5600**

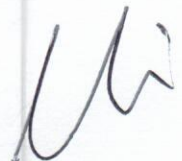
Fax Number: **013 737 7396**

Chairman of the Board: **H. Harri**

Designated Information Officer: **V. Calaca**

Email Address of Info Officer: **Vincent@sanbonani.com**

Website: **www.Sanbonani.com**



3.

**The Act**

The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

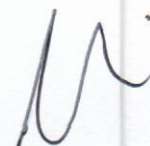
The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: (011) 877 3803

Fax Number: (011) 403 0625

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

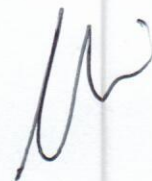


4.

**APPLICABLE LEGISLATION**

Sanbonani Holiday Spa Shareblock - keeps information/documents in accordance with the following legislation – please note this is not an exhaustive list)

- Basic Conditions of Employment Act 57 of 1997
- Companies Act No 61 of 1973
- Compensation for Occupational Injuries and Disease Act No 130 of 1993
- Consumer Protection Act No 68 of 2008
- Employment Equity Act No 55 of 1998
- Income Tax Act 58 of 1962
- National Environmental Management Act No 107 of 1998
- Occupational Health & Safety Act No 85 of 1993
- Pension Funds Act No 24 of 1956
- Skills Development Act No 97 of 1998
- Skills Development Levies Act 9 of 1999
- The Share Blocks Control Act No 59 of 1980
- The Property Time Sharing Control Act No 75 of 1983
- Protection Access to Information Act No 4 of 2013
- Unemployment Insurance Act No 63 of 2001
- Value Added Tax Act No 89 1991

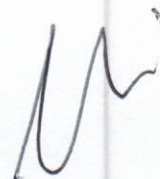


5.

**Schedule of Records**

Sanbonani Holiday Spa Shareblock Limited keeps records of all Details relating to the operational, commercial and financial interests, some are listed below:

- Certificate of Incorporation
- Memorandum of Articles
- Certificate to start business
- Minutes File, as well as records of resolutions passed at General/class meetings
- Proxy Forms
- Use Agreement
- Shareblock Timeshare calendar
- Share Register
- Register of Fixed Assets
- Register of Director's shareholdings
- Register of Directors and certain Officers
- Directors Attendance Register
- Annual Financial Statements including
  - Annual Accounts
  - Directors Reports
  - Auditor Reports
- Books of Accounts regarding information required by the Companies act. 1973
- Supporting Schedules to Books of account.
- Levy statements
- All Statutory Employers Records



6.

### Request Forms

In Terms of the Promotion of Access to Information Act 2000 – Section 53(1) (b)  
Regulation 10

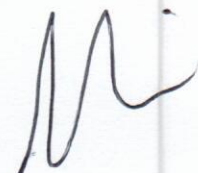
- Annexure “A” - Form C Request for Access to records
- Annexure “B” - Fees Chargeable

Procedure for requesting access to the above information, you are required to complete a request form as set out in annexure “A” hereto. These forms are available from:

- Our Information Officer (Details on this manual - Page 4 - Contact details)
- The SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za))

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. You may be called on to pay additional fees prescribed by regulation for searching and compiling the information, which you have requested, including copying charges.

It is important to note that access is not automatic, you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of your right. You will be notified in the manner indicated by you on the request form whether your request has been approved.





8.

GENERAL

NIL



FORM C

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 the request is made, when made on behalf of another person:

\_\_\_\_\_

C. Particulars of person on whose 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. Fees**

- (a) A request for access to a record, other than record containing personal information about yourself, will be processed only after the **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 which form the 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 in 1 – 4 below, 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) Compliance with your request for access 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 the record, if any, will be determined partly by the form in which access is requested.
- (d)

**1. If the record is in written or printed form:**

Copy of record \*

Inspection of record

**2. If the 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 images\*

**3. If the record consists of recorded words of information which can be reproduced in sound:**

Listen to the soundtrack (audio cassette)

Transcription of soundtrack\*  
(Written or printed document)

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

Printed copy of record\*

Printed copy of information derived from record\*

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?  YES  NO

Postage is payable.

**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 additional folios.**

1. Indicate which right is to be exercised or protected:

2. Explain why the record 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

**AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION ACT, 2000.**

The fees chargeable by private bodies are contained in part 111 of Annexure "A" regulations. A copy of Part 111 is attached for your convenience. The present charges are as follows:

**1. Copies of manual**

Should an individual require a copy of the private body's manual, a fee of R1.10 is chargeable for every photocopy of an A4 page or part thereof.

**2. Reproduction fees**

Reproduction fees apply to obtaining copies or transcriptions of information, which is automatically available from the private body. The fees are listed in paragraph 2 of Part 111 of Annexure "A" to the regulations.

**3. Access Fees**

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part 111 of Annexure "A" to the regulations.

**4. Other Fees**

- 4.1** A request fee of R50.00 is payable by a requester who is seeking access to a record containing information which is not a personal to the requester. See paragraph 6 of part 1 of this work.
- 4.2** A search fee may be charged for at R30.00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
- 4.3** If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of an opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of the estimate of the access fee which will become payable.
- 4.4** If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

**PART 111  
FEES IN RESPECT OF PRIVATE BODIES**

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1.10 for every photocopy of an A4-sized page or part thereof.
2. The fees for reproduction referred to regulation 11(1) are as follows:
 

(a) For every photocopy of an A4-sized page or part thereof	<b>R 1.10</b>
(b) For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or in readable form	<b>R 0.75</b>
(c) For a copy on a readable form on: <ul style="list-style-type: none"> <li>• Stiffy Disc</li> <li>• Compact Disk</li> </ul>	<b>R 7.50 R70.00</b>
(d) For a transcription of visual images, for an A4-size paper or part thereof	<b>R40.00</b>
For a copy of visual images	<b>R60.00</b>
(e) For a transcription of Audio record, for an A-4size paper or part thereof	<b>R20.00</b>
For a copy of Audio record	<b>R30.00</b>
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is **R50.00**.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 

(f) For every photocopy of an A4-sized page or part thereof	<b>R 1.10</b>
(g) For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or in readable form	<b>R 0.75</b>
(h) For a copy on a readable form on: <ul style="list-style-type: none"> <li>• Stiffy Disc</li> <li>• Compact Disk</li> </ul>	<b>R 7.50 R70.00</b>
(i) For a transcription of visual images, for an A4-size paper or part thereof	<b>R40.00</b>
For a copy of visual images	<b>R60.00</b>
(j) For a transcription of Audio record, for an A-4size paper or part thereof	<b>R20.00</b>
For a copy of Audio record	<b>R30.00</b>

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

- Six hours as the hours to be exceeded before a deposit is payable, and
- One third of the access fee is payable as a deposit by the requester

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