

TANDA TULA (PTY) LTD
(REGISTRATION NO: 2012/087535/07)
MANUAL
IN TERMS OF
SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT
(Act 2 of 2000)
(the "ACT")

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1. INTRODUCTION TO TANDA TULA (PTY) LTD

The main objective of the company Tanda Tula (Pty) Ltd is to operate as a game lodge offering tented camp and safari accommodation experiences.

2. CONTACT DETAILS (Section 51 (1) (A))

Directors: Donald Malcolm Scott
Carolina Thelma

Information Manager: Donald Malcolm Scott

Postal Address: PO Box 151
Hoedspruit
1380

Physical Address: Office #3, First Floor
Rockfig Lifestyle Centre
Rotsvy Street
Hoedspruit Wildlife Estate
Hoedspruit
1380

Telephone Number: (015) 793-3191

Fax Number: (015) 793-0496

Website: www.tandatula.com

E-mail: don@tandatula.com

3. THE ACT

- 3.1. 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.
- 3.2. 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.
- 3.3. 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.
- 3.4. The contact details of the Commission are:

3.4.1. **Postal Address:** Private Bag 2700, Houghton, 2041

3.4.2. **Telephone Number:** +27-11-877 3600

3.4.3. **Fax Number:** +27-11-403 0625

3.4.4. **Website:** www.sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

- 4.1 Tanda Tula (Pty) Ltd holds details of its own registration as a company, together with its financial statements and all other documentation relating to its business as a company, the contact details above may be used to request access to records.

5. APPLICABLE LEGISLATION

5.1 Tanda Tula (Pty) Ltd keeps information/ documents in accordance with the following legislation (not an exhaustive list):

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 25 of 2002	Electronic Communications and Transactions Act
9	No 2 of 2000	Promotion of Access of Information Act
10	No 13 of 2002	The Immigration Act
11	No 194 of 1993	Trade Marks Act

6. ACCESS TO THE RECORDS HELD BY TANDA TULA (PTY) LTD

6.1. COMPANY RECORD CLASSIFICATION KEY

Classification Number	Classification
1	Public Access Documents
2	Limited Disclosure - Personal information known to the individual
3	May not be disclosed - would breach a confidence owed to a third party.
4	May not be disclosed - likely to harm the commercial or financial interests of the company.

6.2. CATEGORIES OF RECORDS OF THE BODY WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF SECTION 52(2) OF THIS ACT

No	Record Description	Record Format	Maintained by	Stored at	Classification	Retention
1	Company registration documents	Hard Copy	CEO	Office #3, First Floor Rockfig Lifestyle Centre Rotsvy Street Hoedspruit Wildlife Estate Hoedspruit 1380	1	Indefinite
2	Records pertaining to past employees of the company	Hard copy and electronic	CEO	Office #3, First Floor Rockfig Lifestyle Centre Rotsvy Street Hoedspruit Wildlife Estate Hoedspruit 1380	2	3 years after termination

6.3. CATEGORIES OF RECORDS THAT MAY BE REQUESTED IN TERMS OF SECTION 52(2) OF THE ACT, AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSED

No	Record Description	Record Format	Maintained by	Stored at	Classification	Retention
3	Details of third party relationships	Hard copy and electronic	CEO	Office #3, First Floor Rockfig Lifestyle Centre Rotsvy Street Hoedspruit Wildlife Estate Hoedspruit 1380	3	5 years
4	General Company correspondence and documentation including financial documentation	Hard copy and electronic	CEO	Office #3, First Floor Rockfig Lifestyle Centre Rotsvy Street Hoedspruit Wildlife Estate Hoedspruit 1380	4	5 Years

6.4. THE REQUEST PROCEDURES, FEES AND FORMS

6.4.1. Form of request:

- 6.4.1.1. The requester must use the prescribed form in terms of the ACT Section 53 (1) (b) Regulation 10 attached as Annexure A (Form C, Request for Access to records) 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.
- 6.4.1.2. 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.
- 6.4.1.3. The requester must provide the postal address or fax number of the requested in the Republic.
- 6.4.1.4. The requester must identify the right that is sought to be exercised or to be protected and provide a sufficient explanation of why the requested record is required for the exercise or protection of that right.
- 6.4.1.5. 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.

6.4.2. 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:

- 6.4.2.1. 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 before further processing the request.
- 6.4.2.2. 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.
- 6.4.2.3. After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- 6.4.2.4. 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.

7. OTHER INFORMATION AS MAY BE PRESCRIBED

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

8. AVAILABILITY OF THE MANUAL

This Manual is available for scrutiny at the offices of Tanda Tula (Pty) Ltd at Office #3, First Floor, Rockfig Lifestyle Centre, Rotsvy Street, Hoedspruit Wildlife Estate, Hoedspruit, 1380 and copies are available from the SAHRC.

9. FEES IN RESPECT OF PRIVATE BODIES

9.1. The fees for reproduction referred to in section 52(3) are as follows:

R

(a)	For every photocopy of an A4-size page or part thereof	1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c)	For a copy in a computer-readable form on - (i) stiffy disc (ii) compact disc	7,50 70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof (ii) For a copy of visual images	40,00 60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof (ii) For a copy of an audio record	20,00 30,00

9.2. The request fee payable by a requester, other than a personal requester, referred to in section 54(1) is R50,00.

9.3. The access fees payable by a requester referred to in Section 54(7) are as follows:

R

(1)(a)	For every photocopy of an A4-size page or part thereof	1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c)	For a copy in a computer-readable form on - (i) stiffy disc (ii) compact disc	7,50 70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof (ii) For a copy of visual images	40,00 60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof (ii) For a copy of an audio record	20,00 30,00
(f)	To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	
(2)	The actual postage is payable when a copy of a record must be posted to a requester.	
(3)	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 (b) one third of the access fee is payable as a deposit by the requester.	

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

Tanda Tula (Pty) Ltd

Office #3, First Floor, Rockfig Lifestyle Centre, Rotsvy Street, Hoedspruit Wildlife Estate, Hoedspruit, 1380

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:

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.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	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