

Cape Divine Hotels & Resorts (Pty) Ltd

(Registration number: 2005/040456/07)

Manual in terms of section 51 of the
Promotion of Access to Information Act, 2 of 2000

Section 51 Manual of Cape Divine Hotels & Resorts (Pty) Ltd (Registration number: 2005/040456/07)

1. Contact particulars

Head of business:	Jonathan Harms	Information officer:	Jonathan Harms
Postal address:	PO Box 508 Stellenbosch City 7599	Physical address:	15 Vinkenberg Sonkring Brackenfell 7560
Telephone number:	+1 647 523 8954	Fax number:	
E-mail address:	jonathan@capedivine.com		
Website:	www.capedivine.com		

2. Introduction

We are a vibrant boutique hotel management and consulting company with an international staff of experienced and well-connected professionals, providing small to-medium size hotels, guesthouses and villas with an extensive range of hospitality-specific business services.

3. Guide in terms of section 10 of The Act

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, tel (011) 887-3600.

4. Facilitation of a request for access to information

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from Cape Divine Hotels & Resorts (Pty) Ltd.

5. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

- 5.1 Basic Conditions of Employment Act 75 of 1997
- 5.2 Consumer Protection Act 68 of 2008
- 5.3 Copyright Act 98 of 1978
- 5.4 Electronic Communications and Transactions Act 25 of 2002
- 5.5 Income Tax Act 58 of 1962
- 5.6 Labour Relations Act 66 of 1995
- 5.7 Occupational Health and Safety Act 85 of 1993
- 5.8 Prevention of Combating of Corrupt Activities Act 12 of 2004
- 5.9 Prevention of Organised Crime Act 121 of 1998
- 5.10 Protection of Constitutional Democracy Against Terrorist and Related Activities Act 33 of 2004
- 5.11 Protection of Information Act 84 of 1982
- 5.12 Promotion of Access to Information Act 2 of 2000
- 5.13 Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- 5.14 Protection of Businesses Act 99 of 1978
- 5.15 Regulation of Interception of Communications and Provision of Communication Related Information Act 70 of 2002
- 5.16 Securities Transfer Tax Act 25 of 2007
- 5.17 South African Reserve Bank Act 90 of 1989
- 5.18 South African Revenue Services Act 34 of 1997
- 5.19 Skills Development Levies Act 9 of 1999
- 5.20 Skills Development Act 97 of 1998
- 5.21 Statistics Act 6 of 1999

- 5.22 Unemployment Contributions Act 4 of 2002
- 5.23 Unemployment Insurance Act 63 of 2001
- 5.24 Value Added Tax Act 89 of 1991

6. Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying:

- 6.1 www.capedivine.com

7. Information available in terms of The Act

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

7.1 Accounting records

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger
- 7.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 7.1.4 Customer and supplier statements and invoices
- 7.1.5 Cash books and petty cash books
- 7.1.6 Tax returns and assessments
- 7.1.7 Record of assets

7.2 Auditors

- 7.2.1 Working papers
- 7.2.2 Correspondence

7.3 Tax

- 7.3.1 Income tax returns
- 7.3.2 Provisional tax returns
- 7.3.3 Tax assessments

8. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Cape Divine Hotels & Resorts (Pty) Ltd, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

9. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Cape Divine Hotels & Resorts (Pty) Ltd, from the South African Human Rights Commission and at www.capedivine.com.

Signature

Date