

PH SOLUTIONS cc
T/A IGUEST
1998/012224/23

30 NOVEMBER 2011

**MANUAL IN TERMS OF
PROMOTION OF
ACCESS TO INFORMATION ACT 2 OF 2000**



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1. INTRODUCTION

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights. This manual is based on the blueprint of the above.

IGUEST

PH Solutions cc was registered in 1998, but was a dormant Closed Corporation until resurrected in 2006, trading as iGuest, to design, produce and market the iGuest Visitor's Check-in Register to the hospitality industry.

iGuest is operated as a separate entity by its members, and designs, produces and supplies a range of statutory visitor indemnity requirements to the hospitality industry particularly guest houses and lodges.

These items include visitor's check-in registers, visitor's books and the supply of risk warning boards for establishments, parking areas, swimming pools and right of admission.

2. CONTACT DETAILS:

- Name of private body: PH SOLUTIONS cc T/A IGUEST
- Members: John Samuel Marriott
Paul Robert Halley
- Postal Address: P O BOX 18033 Dalbridge 4014
- Street Address: 48 Davenport Road, Glenwood 4001
- Telephone number: 031-2027113
- Fax number: 031-2021710
- Contact person: Rosemary Ann Hurter
- Electronic mail address: info@iguest.co.za
- Website: www.iguest.co.za

SECTION 10 GUIDE ON HOW TO USE THE ACT

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

Direct any queries regarding the Guide to:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: (011) 484-8300
Fax: (011) 484-0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

- Income Tax Act 58 of 1962: Section 75
- Unemployment Insurance Act 63 of 2001: Sections 42 & 56
- Value Added Tax 89 of 1991: Section 55
- Compensation for Occupational Injuries and Diseases Act 130 of 1993: Sections 80 - 82
- Basic Conditions of Employment Act 75 of 1997: Sections 29(4), 30 and 31
- Skills Development Levies Act 9 of 1999: Section 13
- Close Corporations Act no:69 of 1984
- Any other records that become available.

5. RECORDS AUTOMATICALLY AVAILABLE

- The notice regarding the categories of records of the body, publicly available (Section 51(1)(c)): *NIL*

6. RECORDS

The subjects on which IGUEST holds records and the categories on each subject in terms of Section 51(1)(e) (where applicable) are listed below:

Human Resources

- Registration with Department of Labour: UIF, COIDA and Skills Development Levies ACT
- Personnel Files, letters of appointment
- Fringe benefit breakdown, leave forms
- Employee contracts of employment
- List of employees
- Payroll records
- UIF Returns
- Salary Packages

Secretarial

- Company statutory records : commencement certificate
- Minute books
- Insurance policies
- Leases

Financial/Accounts/Treasury

- Audited financial statements
- Accounting records
- Debtors and creditors information
- Assets registers
- Public utility accounts
- Banking information and mandates
- VAT registration certificate
- Income tax records
- Tax records
- Monthly receipts from SARS

7. REQUEST PROCEDURES

If you wish to request access to any of the above categories of information, you are required to complete a request form. This form is included at the end of this document.

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act.

You may also be called upon to pay the additional fees prescribed by regulation for searching for 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 that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

8. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

- As at the date of this manual, the Minister of Justice and Constitutional Development has not made any regulations in this regard.

9. AVAILABILITY OF THE MANUAL [Section 51(3)]

- For inspection at our office, free of charge
- From the SAHRC
- On our website

10. FEES IN RESPECT OF PRIVATE BODIES

A. The fee structure is a regulated amount for the reproduction of a record (Regulation 9(2))

eg. R2.50 for every photocopy of an A4 size page or part thereof.
excluding VAT.

B. Access to record request form

- (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 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.

Description of record:

2 Reference number, if available:

3 Any further particulars of record:
