

## **Expedition Camps of Africa (Pty) Ltd**

(Registration number: 2009/000119/07)

Manual in terms of section 51 of the

Promotion of Access to Information Act, 2 of 2000

# Promotion of Access to Information Act, 2 of 2000 (The Act)

## Section 51 Manual of Expedition Camps of Africa (Pty) Ltd (Registration number: 2009/000119/07)

### 1. Contact particulars

Head of business:	Alexander Richard Burn	Information officer:	Sharon Fletcher
Postal address:	P.O. Box 130307	Physical address:	Ironwood House, Ballywoods
Office Park	Bryanston		33 Ballyclare Drive
	Johannesburg		Bryanston
	2074		2021
Telephone number:	(014) 555-1657	Fax number:	
E-mail address:	sharon.fletcher@mb-risk.com		
Website:	<a href="http://www.selous.co.za">www.selous.co.za</a>		

### 2. Introduction

Provision of conference facilities and accommodation

### 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, contact number (011) 877-3600, fax number (011) 403-0625 or [www.sahrc.org.za](http://www.sahrc.org.za).

### 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 Expedition Camps of Africa (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 BBBEE Act 53 of 2003
- 5.3 Companies Act 71 of 2008
- 5.4 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.5 Income Tax Act 58 of 1962
- 5.6 Occupational Health and Safety Act 85 of 1993
- 5.7 Promotion of Access to Information Act 2 of 2000
- 5.8 South African Revenue Services Act 34 of 1997
- 5.9 Skills Development Levies Act 9 of 1999
- 5.10 Skills Development Act 97 of 1998
- 5.11 Unemployment Contributions Act 4 of 2002
- 5.12 Unemployment Insurance Act 63 of 2001
- 5.13 Constitution of South Africa Act, No. 108 of 1996
- 5.14 Environment Conservation Act, No. 73 of 1989
- 5.15 National Building Regulations and Building Standards Act, No.103 of 1997

### 6. Information automatically available

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

- 6.1 Pamphlets / Brochures
- 6.2 Marketing and promotional material
- 6.3 [www.selous.co.za](http://www.selous.co.za)

## 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 Bank statements, cheque books, cheques
- 7.1.5 Customer and supplier statements and invoices
- 7.1.6 Deposit slips
- 7.1.7 Cash books and petty cash books
- 7.1.8 Fixed asset register
- 7.1.9 Tax returns and assessments
- 7.1.10 Lease or instalment sale agreements
- 7.1.11 Budgets and business plans
- 7.1.12 Insurance records
- 7.1.13 Auditor's reports
- 7.1.14 Record of assets
- 7.1.15 Record of liabilities
- 7.1.16 Record of liabilities and obligations
- 7.1.17 Record of revenue
- 7.1.18 Record of expenses

### 7.2 Fixed Property

- 7.2.1 Leases

### 7.3 Information Technology

- 7.3.1 Hardware
- 7.3.2 Licenses
- 7.3.3 Software packages
- 7.3.4 Telephone lines, leased lines and data lines

### 7.4 Insurance

- 7.4.1 Claim records
- 7.4.2 Details of coverage, limits and insurers
- 7.4.3 Insurance policies

### 7.5 Legal, Agreements and Contracts

- 7.5.1 Agreements with contractors, suppliers and clients
- 7.5.2 Contracts, including lease agreements and finance agreements

### 7.6 Personnel Records

- 7.6.1 Attendance register
- 7.6.2 Employee information records
- 7.6.3 Employee remuneration
- 7.6.4 Employee date of birth
- 7.6.5 Employment contracts

- 7.6.6 IRP 5 and IT 3 certificates
- 7.6.7 Letters of appointment
- 7.6.8 Leave applications
- 7.6.9 Name and occupation of each employee
- 7.6.10 Payroll
- 7.6.11 Particulars of each employee
- 7.6.12 Personnel file
- 7.6.13 Policies and procedures
- 7.6.14 Salary slips and wage records
- 7.6.15 UIF, PAYE and SDL returns
- 7.6.16 Workmen's Compensation documents

**7.7 Sales and Marketing**

- 7.7.1 Brochures, newsletters and marketing material

**7.8 Statutory Company Records**

- 7.8.1 Annual Statutory Returns
- 7.8.2 Certificate of Change of Name
- 7.8.3 Certificate of Incorporation
- 7.8.4 Certificate to Commence Business
- 7.8.5 Directors' attendance register
- 7.8.6 Index of Members
- 7.8.7 Memorandum and Articles of Association
- 7.8.8 Memorandum of Incorporation and alterations / amendments
- 7.8.9 Notice and minutes of shareholders' meetings
- 7.8.10 Minutes of directors' meetings
- 7.8.11 Register of Allotments
- 7.8.12 Register of company secretary and auditors
- 7.8.13 Register of directors and officers
- 7.8.14 Register of directors' shareholding
- 7.8.15 Register of past directors
- 7.8.16 Reports presented at Annual General Meeting
- 7.8.17 General resolutions
- 7.8.18 Special resolutions
- 7.8.19 Resolutions
- 7.8.20 Minute books
- 7.8.21 Resolutions passed at meetings

**7.9 Tax**

- 7.9.1 Income tax returns
- 7.9.2 Provisional tax returns
- 7.9.3 Tax assessments
- 7.9.4 Documents relating to where the objection and appeal is lodged

**8. Requesting procedures**

A person who wants access to the records must complete the necessary request form, that is available at the offices of Expedition Camps of Africa (Pty) Ltd, or can be accessed on [www.sahrc.org.za](http://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 Expedition Camps of Africa (Pty) Ltd, from the South African Human Rights Commission and at [www.selous.co.za](http://www.selous.co.za).

10. **Signature**

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.

Name of Information Officer: Sharon Fletcher

Signature: *Sharon Fletcher*

Date: 22 DECEMBER 2011