

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

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## **Section 51 Manual of Astegri Accomodation CC** (Registration number: 2004/042903/23)

### **1. Contact particulars**

Head of business:	S.C.U. Verburgh	Information officer:	S.C.U. Verburgh
Postal address:	PO Box 6032 Mafikeng 2735	Physical address:	5 Cecil Rhodes Avenue Mafikeng 2745
Telephone number:	018 - 381 7727	Fax number:	018 - 381 7727
E-mail address:	info@lgh.co.za	Website:	

### **2. Introduction**

Astegri Accomodation CC t/a Libertas Guest House is a guest house providing three-star accomodation to business and holiday travellers in Mafikeng.

### **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) 484-8300, fax (011) 484-7149.

### **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 Astegri Accomodation CC.

### **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 Close Corporations Act 69 of 1984
- 5.3 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.4 Employment Equity Act 55 of 1998
- 5.5 Financial Intelligence Centre Act 38 of 2001
- 5.6 Income Tax Act 58 of 1962
- 5.7 Labour Relations Act 66 of 1995
- 5.8 Promotion of Access to Information Act 2 of 2000
- 5.9 Regional Services Councils Act 109 of 1985
- 5.10 Skills Development Levies Act 9 of 1999
- 5.11 Unemployment Insurance Act 30 of 1966
- 5.12 Value Added Tax Act 89 of 1991

### **6. 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.

#### **6.1 Accounting records**

- 6.1.1 Annual financial statements and working papers
- 6.1.2 General ledger
- 6.1.3 Bank statements, cheque books, cheques
- 6.1.4 Cash books and petty cash books
- 6.1.5 Fixed asset register
- 6.1.6 Tax returns and assessments
- 6.1.7 VAT returns
- 6.1.8 Insurance records
- 6.1.9 Capital expenditure

## **6.2 Information Technology**

- 6.2.1 Client database
- 6.2.2 Telephone exchange equipment
- 6.2.3 Telephone lines, leased lines and data lines

## **6.3 Insurance**

- 6.3.1 Details of coverage, limits and insurers
- 6.3.2 Insurance policies

## **6.4 Legal, Agreements and Contracts**

- 6.4.1 Acquisition or disposal documentation

## **6.5 Statutory Close Corporation Records**

- 6.5.1 Founding Statement and amendments
- 6.5.2 Minute books
- 6.5.3 Resolutions passed at meetings

## **7. Requesting procedures**

A person who wants access to the records must complete the necessary request form, that is available at the offices of Astegri Accommodation CC, 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.

## **8. Availability of the Manual**

Copies of this manual are available for inspection, free of charge, at the offices of Astegri Accommodation CC, from the South African Human Rights Commission and from the Government Printer.