

INGWELALA SHARE BLOCK LIMITED
REGISTRATION NO: 1983/006997/06

THE MANUAL	This manual has been compiled in terms of section 51 of the Promotion of Access to Information Act No 2 of 2000. If you have any difficulty in using or understanding this manual, kindly contact the Information Officer at the contact numbers or addresses listed below. The manual is available for inspection at the contact addresses below, at the website address below, or from The SA Human Rights Commission (see below for contact details).
THE COMPANY	The company operates a share block scheme for 207 bungalows situated on its property, which is a nature reserve situated in the Umbabat, bordering on the Kruger National Park. The Company also provides various services of a not-for-profit nature to its members, including the repair of vehicles, the sale of fuel, various domestic bungalow services, and a convenience store.
CONTACT DETAILS	
Information Officer	In terms of the Act the head of the company has delegated his duties to a duly authorised person within the organisation, who will be referred to in this manual as the Information Officer. His contact details are as follows:
Postal Address	PO Box 121 Hoedspruit 1380
Physical Address	Argyle Farm Umbabat Private Nature Reserve Hoedspruit
Registered Office	First Floor Metropolitan Life Building 108 Fox Street Johannesburg 2001
Telephone number	015-793-2368
Telefax number	015-793-1285
E-mail Address	ingwelal@lantic.net
Website Address	www.ingwelala.co.za

SECTION 10 GUIDE

A guide on the objects and use of the Act, and containing a list of every public and private body, is to be made available by the South African Human Rights Commission, for the assistance of those wishing to make use of the Act. Enquiries should be directed to:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton 2041

Telephone - 011 484 8300
Fax - 011 484 1360
Website - www.sahrc.org.za
email - PAIA@sahrc.org.za

REQUEST PROCEDURES

The requester must use the prescribed request form, Request for Access to Record of a Private Body, which is attached hereto as Appendix A and may be obtained at the following places:

- The physical, postal and e-mail addresses above
- The SA Human Rights Commission website address - www.sahrc.org.za

The request form should be completed by filling in the information requested therein, or an e-mail prepared containing the required information. All requests must be addressed to the Information Officer. The request should then be delivered, posted, e-mailed or faxed to the relevant address.

The requester must provide sufficient detail on the request form to enable the Information Officer to easily identify:

- The identity of the requester
- The record requested
- The form of access required
- The method of reply
- The right that is sought to be exercised or protected
- The reason why the record requested is required for the exercise or protection of that right

If a record is being requested on behalf of another person, the requestor must submit proof of the capacity in which he is making the the request, to the satisfaction of the Information Officer.

FEES

A fee will not be charged if a requester is seeking access to a record containing personal information about himself. For every other request fees, as prescribed by the Act, will be charged for replying to a request, as well as for reproducing the information being requested. The prescribed fee and the method of payment will be notified to the requester on the receipt of a request. The Information Officer of the company may withhold a reply to a request, or the information requested, until the prescribed fee has been paid. An application to court may be made against the payment of the fee..

RESPONSES TO A REQUEST

A response to a request will be issued within thirty days of receipt of the request, provided the prescribed fee has been paid.

In terms of Chapter 4 of the Act, the company must refuse access to information in the following circumstances, save as provided for in the Act:

- To protect the privacy of natural persons
- To protect commercial, confidential or research information of third parties
- To protect the safety of individuals and protect private property
- To protect information privileged from production in legal proceedings

In terms of Chapter 4 of the Act, the company may refuse access to information, save as provided for in the Act, to protect the commercial and other sensitive information of the company.

The Information Officer of the company will notify a requester of his decision relating to a request in the manner prescribed by the requester.

RECORDS THAT CANNOT BE LOCATED OR DO NOT EXIST

It is possible that a record cannot be located, or does not exist. In this case the Information Officer of the company will, by way of affidavit, notify a requester that access to the requested record is not possible.

REMEDIES AVAILABLE IF ACCESS TO RECORDS REFUSED

Should a requester believe that refusal of access to a record is unjustified, or has any other grounds for complaint, he may lodge an application to a court in terms of Section 78 of the Act.

INFORMATION WHICH IS FREELY AVAILABLE

Details of the company and its products and services are available through the various contact methods and details above.

No notice with respect to the information described above, which is voluntarily made available, has been submitted in terms of section 52(1) of the Act.

RECORDS WHICH ARE AVAILABLE IN TERMS OF OTHER LEGISLATION

Records which are available for inspection by the general public at the registered office of the company, in accordance with the Company's Act, are as follows:

- Particulars of company
- Register of special resolutions
- Register of allotments
- Register of members
- Register of director's and officers
- Register of pledges, cessions and bonds
- Register of interest in contracts of directors and officers
- Register of interest in shares and debentures of directors and others
- Register of debenture holders

The following documents of the company are held by the Registrar of Companies:

- Certificate of incorporation
- Memorandum and articles of association
- Return of directors and officers (form CM29)
- Other statutory documents

Copies are available on request and on payment of the prescribed fee from:

The Registrar of Companies
Private Bag X429
Pretoria 0001

116 Zanza Building
Proes Street
Pretoria

RECORDS HELD

SUBJECT	CATEGORY
Accounting	books of account vouchers invoices and statements inventory records bank account records fixed asset records agreements and correspondence statutory returns
Administration & Secretarial	company statutory registers share certificates and cancelled share certificates statutory documents - certificate of incorporation, memorandum and articles of association, share transfer forms statutory returns agreements minutes of meetings of directors and members
Environment	environmental management plans environmental surveys, inspections and procedures

Information technology	software documentation and manuals licences procedures and policies
Insurance	insurance policies claims documentation
Inventory	documents relating to receipt and delivery of product
Motor vehicles	documents of ownership
Personnel	employee information - leave, salaries, payroll documents relating to appointments, promotion, dismissals, suspensions, demotions and disciplinary actions returns in respect of skills development levies, unemployment insurance, compensation for workplace injuries workplace and union agreements and records benefit schemes - rules and records
Procurement	documents and agreements relating to procurement and supply of commodities and services
Property	title deeds
Safety & Health	safety and health surveys, inspections and procedures documents relating to safety and health incidents
Taxation	income tax records records relating to secondary tax on companies PAYE records value added tax records regional services levy records capital gains tax records