

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL

In terms of section 14 of the Access to Information Act No 2 of 2000

FOR

THE MOON & SIXPENCE CC

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Section A

1. Introduction and description of business

The Moon & Sixpence is a Country Wedding and Conference venue with 2 chapels, 2 reception halls, 2 bridal suites, 16 en-suite rooms. We cater for weddings and small conferences up to 32 delegates sharing rooms

Section B

1. Contact details in terms of Section 51 (1) (a)

Business Name(s)	The Moon & Sixpence CC
Type of Entity	Close Corporation
Type of Business	Country Wedding and Conference Venue
Location of Business	Plot 23, Beyers Naude Extention, Zwartkop, Muldersdrif, Johannesburg
Contact details	Tel: 011 659 7030 Fax: n/a Postal address: P.O Box 146, Sundowner, 2161 Website: www.moonandsixpence.co.za Email: info@moonandsixpence.co.za

2. The Directors, Owners, Partners & Managers

Owner(s) of Business	- Cecilia Kruger, Jocec Trust
Location of Owner(s)	- Plot 23, Beyers Naude Extention, Zwartkop, Muldersdrif, Johannesburg. Telephone: 082 887 0688

3. The Designated Information Officer

The designated Information Officer who deals with all matters in connection with requests for information, in terms of the Promotion of Access to Information Act, No. 2 of 2000 is as follows –

Contact person:	Cecilia Kruger
Postal address:	P.O Box 146, Sundowner, 2161
Phone number:	082 887 0688 or 011 659 7030
Fax number:	n/a
Website:	www.moonandsixpence.co.za
E-mail:	cecilia@moonandsixpence.co.za

Section C

Introduction to THE ACT: Section 51 (1) (b)

The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the ACT.

Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The guide is available from SAHRC.

The contacts details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: www.sahrc.org.za

Section D

Applicable Legislation in terms of Section 51(1)(c)

Records are available in accordance with the following legislation -

Basic Conditions of Employment Act

Companies Act

Occupational Health and Safety Act

Income Tax Act

Labour Relations Act

National Building Regulations and Building Standards Act

National Liquor Act

Promotion of Access to Information Act

Skills Development Levy Act

Unemployment Insurance Act

Value-added Tax Act

Employment Equity Act

Close Corporations Act

Section E

Schedule of Records that may be requested in terms of **Section 51(1)(d)**

The following general information is available in the public domain and does not require an official request in terms of the Act.

The following information is available from our Information Officer and or from our website at www.moonandsixpence.co.za or info@moonandsixpence.co.za

- Brochures
 - Rates and prices
 - Room configuration
 - Functions facilities
 - Menu's
 - Wine lists
 - Photo gallery
 - Reservation deposit and cancellation policies
 - Location and directions
 - Contact details
-

Section F

Records that may be requested in terms of **Section 51(1)(e)**

Request forms (Form C) and the fees payable for these categories of information are available on the South African Human Rights Commission website at www.sahrc.org.za, in this manual and also available from our Information Officer, whose contact details appear in Section B of this manual.

Company Secretarial / Legal

- Incorporation documents
- Building plans and or alterations
- Construction contracts and architectural drawings
- Licences
- Registrations
- Insurance details
- Certificates
- Permits
- Minutes of meetings
- Title Deeds
- Organogram
- Leases
- Registered trademarks, trade names, protected names and other copyright items

Human Resources

- Employee records
- Attendance registers
- Employee remuneration
- Contracts of employment
- Employee Policies and Procedures
- Employee Code of Conduct
- Training records
- Employee Disciplinary Codes
- Health & Safety records
- Unemployment Insurance

Financial

- Audited financial statements
- Taxation records
- Debtor records and agreements
- Creditor records and agreements
- Auditor reports
- Asset register
- Management accounts
- Banking details
- Insurance documentation

Liquor and Gaming

- Liquor licences

Front of House

- Guest accounts
- Guest reservation data
- Reservation deposit and cancellation policies

2. Form of Request

To facilitate the processing of your request, kindly:

- 2.1 Use the prescribed form (Form C), available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za or as attached below this section:
- 2.2 Address your request to the Head of the Company
- 2.3 Provide sufficient details to enable the COMPANY to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d) The postal address or fax number of the requester in the Republic
 - (e) If the requester wishes to be informed of the decision in any manner (in addition to written), the manner and particulars thereof;
 - (f) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

- Section 53 prescribes that the requester must use the prescribed form to make the request for access to a record. This must be made to the information officer, or the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. The head of the private body will then make a decision on the request and notify the requester in the required form.

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- | | |
|-----|---|
| (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 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 <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> 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. |

- 1 Description of record or relevant part of the record:
- 2 Reference number, if available:
- 3 Any further particulars of record:

E. Fees

- (a) A request for access to a record, other *than* a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be *notified of* the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends *on* the form *in which* access is required and the reasonable time *required* to search for and prepare a record.
- (d) If you qualify for exemption *of* the payment *of* any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Mark the appropriate box with an X.	
<p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;">YES</td> <td style="width: 50%; text-align: center; padding: 5px;">NO</td> </tr> </table>	YES	NO
YES	NO				

G Particulars of right to be exercised or protected

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.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

Section G

Prescribed Fees: Section 51 (1) (f)

The following applies to requests (other than personal requests):

1. A requester is required to pay the prescribed fees (R50) before a request will be processed.
2. If the preparation of the record requested requires more than the prescribed six (6) hours, a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
3. A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit;
4. Records may be withheld until the fees have been paid;
5. The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

FEES PAYABLE

Part III of Regulation 187 published in the Government Gazette on the 15 February 2002

1.	The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1, 10 for every photocopy of an A4-size page or part thereof.		
2.	The fees for reproduction referred to in regulation 11(1) are as follows:		
	(a)	For every photocopy of an A4-size page or part thereof	R 1,10
	(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R 0,75
	(c)	For a copy in a computer-readable form on -	
	(i)	stiffy disc	R 7,50
	(ii)	compact disc	R 70,00
	(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R 40,00
		(ii) For a copy of visual images	R 60,00
	(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R 20,00
		(ii) For a copy of an audio record	R 30,00
3.	The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2)		R 50,00
4.	The access fees payable by a requester referred to in Regulation 11(3) are as follows:		
	(1)	(a) For every photocopy of an A4-size page or part thereof	R 1,10
		(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R 0,75
		(c) For a copy in a computer-readable form on -	
		(i) stiffy disc	R 7,50
		(ii) compact disc	R 70,00
		(d) (i) For a transcription of visual images, for an A4-size page or part thereof	R 40,00
		(ii) For a copy of visual images	R 60,00
		(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	R 20,00
		(ii) For a copy of an audio record	R 30,00
		(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	
	(2)	For purposes of section 54(2) of the Act, the following applies:	
		(a) Six hours as the hours to be exceeded before a deposit is payable;	
		(b) One third of the access fee is payable as a deposit by the requester.	
	(3)	The actual postage is payable when a copy of a record must be posted to a requester.	

Form C - request for access to record of private body

Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

A. Particulars of private body

Contact person: Cecilia Kruger

Postal address: P.O Box 146, Sundowner, 2161

Physical address: Plot 23, Beyers Naude Extention, Zwartkop, Muldersdrif, Johannesburg

Phone number: 082 887 0688

Fax number: n/a

E-mail: cecilia@moonandsixpence.co.za

B. Particulars of person requesting access to the record

- (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 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.

1. Description of record or relevant part of the record
2. Reference number, if available
3. Any further particulars of record

E. Fees

(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
(b) You will be notified of the amount required to be paid as the request fee.
(c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability	Form in which record is required
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Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

Copy of record*	Inspection of record
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2. If record consists of visual images

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

View the images	Copy of the images*	Transcription of the images*
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3. If record consists of recorded words or information which can be reproduced in sound:

listen to the soundtrack (audio cassette)	transcription of soundtrack* (written or printed document)
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4. If record is held on computer or in an electronic or machine-readable form:

printed copy of record*	printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)
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<p>*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.</p>	<p>YES</p>	<p>NO</p>
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G. Particulars of right to be exercised or protected

*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.***

1. Indicate which right is to be exercised or protected
2. Explain why the record requested is required for the exercise or protection of the aforementioned right

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20 _____

Signature of requester / person on whose behalf request is made
