

**PROMOTION OF ACCESS TO INFORMATION ACT  
ACT 2 OF 2000 (The Act)  
SECTION 51 MANUAL FOR**

**UMHLANGA CONFERENCE CENTRE AND EVENTS CC  
REGISTRATION NO: 2001/034747/23**

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## **PARTICULARS IN TERMS OF SECTION 51**

**UMHLANGA CONFERENCE CENTRE AND EVENTS CC** is a Close Corporation carrying on business as a conference venue for hire and event management.

1.

### **CONTACT DETAILS :SECTION 51 (1)(a)**

The information officer is Mrs Cornelia Melinda Stander who will deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act.

Postal address: P.O Box 1138, Umhlanga Rocks, 4320

Street address: 57 Oliver Tambo Parade, Durban, 4001

Telephone: 031- 337 0402

Facsimile: 031- 332 1118

E-mail: info@dbnspaceconf.co.za

2.

### **DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51 (1) (b)**

A Guide has been compiled in terms of Section 10 of the Act by the Human Rights Commission. It contains information required by a person wishing to exercise any right contemplated by the Act. It is available in all the official languages.

The guide is available for inspection inter alia at the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at [www.sahrc.org.za](http://www.sahrc.org.za)

3.

### **THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY)**

At this stage no notices have been published on the categories of records that are automatically available without a person having to request access in terms of the Act.

4.

### **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)**

Records available in terms of other legislation are as follows

- Labour Relations Act, 1995
- Employment Equity Act, 1988
- Basic Conditions of Employment Act, 1997
- Compensation for Occupational Injuries and Disease Act, 1993
- Companies Act, 2008 (Act No. 71 of 2008)
- Close Corporations Act, 1984
- Unemployment Insurance Act, 2001
- Value Added Tax Act, 1991
- Income Tax Act, 1962
- Skills Development Act, 1998
- Promotion of Access to Information Act, 2000
- Consumer Protection Act, 1998
- National Credit Act, 2005

5.

### **SUBJECTS AND CATEGORIES OF RECORDS HELD: SECTION 51(1)(e)**

#### **5.1. CLOSE CORPORATIONS ACT/COMPANIES ACT RECORDS**

- Documents of incorporation including Founding Statement
- Records relating to the appointment of members, accounting officers, public officer and other officers

## 5.2. FINANCIAL RECORDS

- Annual Financial Statements
- Tax returns
- Accounting records
- Banking records- Bank statements, paid cheques, deposit slips, electronic banking records
- Fixed asset register
- Invoices

## 5.3. INCOME TAX RECORDS

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances- VAT, Regional Skills Levies, Skills Development Levies, UIF, Workmens Compensation

## 5.4. PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Medical Aid records
- Disciplinary records
- Salary records
- Disciplinary code
- Leave records
- Training records
- Training Manuals

6.

### **AVAILABILITY OF THE MANUAL: SECTION 51 (3)**

The manual is available from the South African Human Rights Commission and from **UMHLANGA CONFERENCE CENTRE AND EVENTS** and on the company's web page at [www.dbnspace.co.za](http://www.dbnspace.co.za).

7.

### **DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS: SECTION 51(e)**

- The requester must complete a Form C and submit this form together with a request fee to the Information Officer of the private body
- The form must be submitted to the Information Officer of the private body at his/her address, fax number, or electronic mail address
- The form must:  
Provide sufficient particulars to enable to the Information Officer of the private body to identify the record/s requested and to identify the requester

Indicate which form of access is required

specify a postal address or fax number of the requester in the Republic

identify the right that the requester 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 in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner

if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Information Officer of the private body

## 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 *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: