

NAME OF COMPANY MONIQUE HESS TRADING AS GREYTON COUNTRY ESTATES

SECTION 51 MANUAL FOR MONIQUE HESS TRADING AS GREYTON COUNTRY ESTATES

Head of Company MONIQUE HESS

Postal address of head of company C/O P.O. Box 575 , Paarden Eiland 7420

Street address of head of company 74 Park Road, Greyton 7690

Telephone number of head of company 021-8764242

E-mail address of head of company Lhacc@xsinet.co.za

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

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

The Guide is available for inspection , inter alia, at the office of 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

THE LATEST NOTICE IN TERMS OF SECTION 52(2)

At this stage no notice (s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

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

Records available in terms of other legislation are as follows:

Labour Relations Act 66 of 1995

Employment Equity Act 55 of 1998

Basic Conditions of Employment Act 75 of 1997

Compensation for Occupational Injuries and Diseases Act 130 of 1993

Companies Act 61 of 1973

Unemployment Insurance Act 63 of 2001

Value Added tax Act 89 of 1991

Income Tax Act 58 of 1962

Skills Development Act 9 of 1999

SUBJECT AND CATEGORIES OF RECORDS HELD BY THE COMPANY

SECTION 51(1)(e)

1 COMPANIES ACT RECORDS

Documents of incorporation Not applicalbe to the company as it is a Sole proprietor

Memorandum and Articles of Association Not applicalbe to the company as it is a Sole proprietor

Minutes of Boards and Directors meetings Not applicalbe to the company as it is a Sole proprietor

Records relating to the appointment of directors/auditors /secretary/public officer

and other officers Not applicable to the company as it is a Sole proprietor

Share register and other statutory registers Not applicable to the company as it is a Sole proprietor

2 FINANCIAL RECORDS

Annual Financial statements

Tax Returns

Accounting Records
Banking Records
Bank Statements
Paid Cheques
Electronic banking records
Asset register
Rental Agreements
Invoices

3 INCOME TAX RECORDS

PAYE Records

Documents used to employees for income tax purposes
Records of payments made to SARS on behalf of employees
All other statutory documents

VAT
Regional Services levies
Skills Development levies
UIF
Workmen's Compensation

4 PERSONAL DOCUMENTS AND RECORDS

Employment Contracts
Medical Aid records
Pension Fund records
Disciplinary records
Salary records
SETA records
Disciplinary codes
Leave records
Training records
Training manuals

All the accounting records are held at the offices of L H Accounting Services, Kruger House , Kruger Street Franschhoek. Contact telephone number 021-8764242

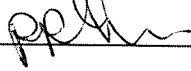
DETAILS ON HOW TO MAKE A REQUEST FOR ACCESS - SECTION 51(e)

The requestor must complete FORM C and submit this form together with a request fee, to the head of the private body:

MONIQUE HESS
P.O BOX 575, PAARDEN EILAND, 7420
TEL: 0218764242 FAX: 0218764244
EMAIL: Lhacc@xsinet.co.za

FORM C ATTACHED

Fees are in accordance with the fee structure and the exemptions passed by the Minister of Justice and Constitutional Development in 2005 - These are available on the SAHRC web site and will be confirmed in advance to information being approved to be made available.

M HESS 
6/12/2011
posted: P Bag X2700
Houghton 2041
emailed : 6/12/2011 to SAHRC
dmalesa@sahrc.org.za

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 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
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 for 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
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*
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	
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)
'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.			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