

Forever Resorts (Pty) Ltd

(Registration number: 2006/025967/07)

Manual in terms of section 51 of the
Promotion of Access to Information Act, 2 of 2000

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

Section 51 Manual of Forever Resorts (Pty) Ltd (Registration number: 2006/025967/07)

1. Contact particulars

Head of business:	Jacobus Tait	Information officer:	Jacobus Tait
Postal address:	Private Bag x16 Hatfield 0028	Physical address:	867 Schoeman Street Arcadia Pretoria
Telephone number:	012 423 5660	Fax number:	012 423 5640
E-mail address:	kobus@foreversa.co.za		
Website:	www.foreversa.co.za		

2. Introduction

At Forever Resorts you'll find a unique and distinctive collection of lodges, resorts, camping sites, caravan parks, gift shops, restaurants, conference facilities, teambuilding facilities, boat cruises, raft adventures and eco experiences, ready for you to begin your adventure.

You can choose a destination that will cater to your needs eg: Mpumalanga Province: Loskopdam, Ruby Cliff Horse Ranch, Isiyala Game Lodge, Waterfal Safari Lodge, Amanzi Mountain Reserve, Matombu, Badplaas, Mount Sheba, Blyde Canyon, White River Lodge.

Limpopo Province: Swadini, Phalaborwa Safari Park, Impala Inn, Tulani Safari Lodge, Tshipise, Warmbaths.

Gauteng Province: Arcadian Guest House, Centurion Hotel,

Free State Province: Gariep. Western Cape Province: Plettenberg

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) 887-3600.

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 Forever Resorts (Pty) Ltd.

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 Companies Act 71 of 2008
- 5.3 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.4 Consumer Protection Act 68 of 2008
- 5.5 Currency and Exchanges Act 9 of 1933
- 5.6 Customs and Excise Act 91 of 1964
- 5.7 Deeds Registries Act 47 of 1937
- 5.8 Electronic Communications and Transactions Act 25 of 2002
- 5.9 Employment Equity Act 55 of 1998
- 5.10 Income Tax Act 58 of 1962
- 5.11 Labour Relations Act 66 of 1995
- 5.12 National Environmental Management Act 107 of 1998
- 5.13 Occupational Health and Safety Act 85 of 1993
- 5.14 Pension Funds Act 24 of 1956
- 5.15 Preferential Procurement Policy Framework Act 5 of 2000
- 5.16 Prevention of Combating of Corrupt Activities Act 12 of 2004
- 5.17 Prevention of Organised Crime Act 121 of 1998
- 5.18 Protected Disclosures Act 26 of 2000

- 5.19 Protection of Information Act 84 of 1982
- 5.20 Promotion of Access to Information Act 2 of 2000
- 5.21 Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- 5.22 Skills Development Levies Act 9 of 1999
- 5.23 Skills Development Act 97 of 1998
- 5.24 Statistics Act 6 of 1999
- 5.25 Trade Marks Act 194 of 1993
- 5.26 Unemployment Contributions Act 4 of 2002
- 5.27 Unemployment Insurance Act 63 of 2001
- 5.28 Value Added Tax Act 89 of 1991

6. Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying:

- 6.1 Newsletters
- 6.2 Pamphlets / Brochures
- 6.3 Posters
- 6.4 Pricelists
- 6.5 Reports
- 6.6 Marketing and promotional material
- 6.7 www.foreversa.co.za

7. 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.

7.1 Accounting records

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger
- 7.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 7.1.4 Bank statements, cheque books, cheques
- 7.1.5 Customer and supplier statements and invoices
- 7.1.6 Deposit slips
- 7.1.7 Cash books and petty cash books
- 7.1.8 Fixed asset register
- 7.1.9 Tax returns and assessments
- 7.1.10 VAT returns
- 7.1.11 Budgets and business plans
- 7.1.12 Insurance records
- 7.1.13 Auditor's reports
- 7.1.14 Inventory records (including stock take)
- 7.1.15 Systems documentation
- 7.1.16 Management reviews
- 7.1.17 Capital expenditure
- 7.1.18 Record of assets
- 7.1.19 Record of liabilities
- 7.1.20 Record of loans to related parties
- 7.1.21 Record of liabilities and obligations
- 7.1.22 Record of revenue
- 7.1.23 Record of expenses

7.2 Auditors

- 7.2.1 Correspondence
- 7.3 Health and Safety**
 - 7.3.1 Register, record of earnings, time worked, payment and particulars of all employees
 - 7.3.2 Health and safety committee's records of each recommendation affecting the health of employees and reports made to the inspector
 - 7.3.3 Emergency response plans
 - 7.3.4 Employee medical surveillance records in respect of hazardous chemicals and substances
 - 7.3.5 Employee public health emergency action plans
 - 7.3.6 Environmental impact assessments
 - 7.3.7 Records of incident reported at work
 - 7.3.8 Records of training given to employees in respect to asbestos exposure
 - 7.3.9 Records of types of work carried out with asbestos
 - 7.3.10 Records of waste water discharges
 - 7.3.11 Records of waste water storage and disposal
 - 7.3.12 Waste water assessment and monitoring records
 - 7.3.13 Water quality monitoring programme records
- 7.4 Information Technology**
 - 7.4.1 Disaster recovery processes and procedures
 - 7.4.2 Internet
 - 7.4.3 Licenses
 - 7.4.4 LAN Installations
 - 7.4.5 Operating systems
 - 7.4.6 Software packages
 - 7.4.7 Telephone lines, leased lines and data lines
- 7.5 Insurance**
 - 7.5.1 Claim records
 - 7.5.2 Details of coverage, limits and insurers
 - 7.5.3 Insurance policies
- 7.6 Intellectual Property**
 - 7.6.1 Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, use agreements, joint venture agreements and joint development agreements.
 - 7.6.2 Designs, trademarks, trade names and protected names
- 7.7 Legal, Agreements and Contracts**
 - 7.7.1 Acquisition or disposal documentation
 - 7.7.2 Agreements with contractors, suppliers and clients
 - 7.7.3 Agreements with customers
 - 7.7.4 Agreements with shareholders, officers or directors
 - 7.7.5 Electronic communications - Personal information and the purpose for which the data was collected
 - 7.7.6 Electronic communications - Record of any third party to whom the information was disclosed
 - 7.7.7 Electronic communications - All personal data which has become obsolete
 - 7.7.8 Consumer Protection Act - disclosure by intermediary: information provided to a consumer
 - 7.7.9 Consumer Protection Act - disclosure by intermediary: conflict of interest
 - 7.7.10 Consumer Protection Act - disclosure by intermediary: record of advise and basis on which it was given
 - 7.7.11 Consumer Protection Act - disclosure by intermediary: written instructions to consumer
 - 7.7.12 Consumer Protection Act - disclosure by promotional competitions: full details, rules, etc.
- 7.8 Personnel Records**
 - 7.8.1 Attendance register

- 7.8.2 Bargaining Council documents
- 7.8.3 Collective agreements
- 7.8.4 Disciplinary records
- 7.8.5 Employee evaluation and performance records
- 7.8.6 Employee information records
- 7.8.7 Employee loans
- 7.8.8 Employee share purchase plan
- 7.8.9 Employee remuneration
- 7.8.10 Employment applications
- 7.8.11 Employee date of birth
- 7.8.12 Employment contracts
- 7.8.13 Employment equity plan
- 7.8.14 Funeral insurance scheme
- 7.8.15 Group life
- 7.8.16 Group personal accident
- 7.8.17 Health and safety records
- 7.8.18 Housing scheme
- 7.8.19 IRP 5 and IT 3 certificates
- 7.8.20 Letters of appointment
- 7.8.21 Leave applications
- 7.8.22 Maternity leave policy
- 7.8.23 Medical aid records
- 7.8.24 Name and occupation of each employee
- 7.8.25 Organisational design
- 7.8.26 Payroll
- 7.8.27 Particulars of each employee
- 7.8.28 Pension fund information
- 7.8.29 Personnel file
- 7.8.30 Policies and procedures
- 7.8.31 Provident fund information
- 7.8.32 Records of strikes, lockouts or protest action
- 7.8.33 Recruitment and appointments
- 7.8.34 Relocation policy
- 7.8.35 Registered trade unions / employers' organisations documents, list of members and ballot papers
- 7.8.36 Salary and wage registers
- 7.8.37 Salary slips and wage records
- 7.8.38 Scholarships and bursaries
- 7.8.39 Staff records after employment
- 7.8.40 Strike, lock out or protest action records
- 7.8.41 Study assistance schemes
- 7.8.42 Tax returns of employees
- 7.8.43 Time records
- 7.8.44 Training and development
- 7.8.45 UIF, PAYE and SDL returns
- 7.8.46 Workmen's Compensation documents

7.9 Sales and Marketing

- 7.9.1 Brochures, newsletters and marketing material
- 7.9.2 Customers
- 7.9.3 Media releases

- 7.9.4 Sales
- 7.9.5 Service and product information

7.10 Statutory Company Records

- 7.10.1 Annual Statutory Returns
- 7.10.2 Certificate of Change of Name
- 7.10.3 Certificate of Incorporation
- 7.10.4 Certificate to Commence Business
- 7.10.5 Memorandum and Articles of Association
- 7.10.6 Minutes of directors' meetings
- 7.10.7 Proxy documents
- 7.10.8 Register of Allotments
- 7.10.9 Register of company secretary and auditors
- 7.10.10 Register of debenture holders and mortgages
- 7.10.11 Register of directors and officers
- 7.10.12 Register of past directors
- 7.10.13 Registration Certificate
- 7.10.14 General resolutions
- 7.10.15 Special resolutions
- 7.10.16 Shareholders' agreements
- 7.10.17 Shareholders' register

7.11 Tax

- 7.11.1 Income tax returns
- 7.11.2 Provisional tax returns
- 7.11.3 Tax assessments
- 7.11.4 Documents relating to where the objection and appeal is lodged
- 7.11.5 VAT documents
- 7.11.6 Vendors information
- 7.11.7 Documentary proof substantiating the zero rating of supplies

8. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Forever Resorts (Pty) Ltd, or can be accessed on 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.

9. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Forever Resorts (Pty) Ltd, from the South African Human Rights Commission and at www.foreversa.co.za.