

## **Section 51 Manual for Private Bodies**

THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 / 2000

### ***Section 51(1)(a)***

#### **Name of Business**

[In Toto Retreat \(Pty\) Ltd](#)

#### **Contact Person**

[The Compliance Officer](#)

#### **Physical Address**

[55 Jan van Riebeeck Street, Sedgefield, 6573](#)

#### **Postal Address**

[PO Box 173, Sedgefield, 6573](#)

#### **Fax**

[None](#)

#### **Website**

[www.intotoretreat.co.za](http://www.intotoretreat.co.za)

#### **E-mail**

[info@intotoretreat.co.za](mailto:info@intotoretreat.co.za)

### ***Section 51(1)(b)***

2) The section 10 Guide on how to use the Act

The Guide is available from the South African Human Rights Commission. Please direct queries to:

#### **The South African Human Rights Commission:**

PAIA Unit

The Research and Documentation Department

Postal Address: Private Bag 2700

Houghton

2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### ***Section 51(1)(d)***

Information is available in terms of the following legislation, if and where applicable:

Basic Conditions of Employment Act No. 75 of 1997

Closed Corporation Act No. 69 of 1984

Companies Act No. 61 of 1973  
Compensation of Occupational Injuries and Diseases Act No. 130 of 1993  
Customs and Excise Act No. 91 of 1964  
Electronic Communications and Transactions Act No. 25 of 2002  
Employment Equity Act No. 55 of 1998  
Income Tax Act No. 58 of 1962  
Insolvency Act No. 24 of 1936  
Labour Relations Act No. 66 of 1995  
Occupational Health and Safety Act No. 85 of 1993  
Patents Act No. 57 of 1978  
Promotion of Access to Information Act No. 2 of 2000  
Skills development Levies Act No. 9 of 1999  
Trademarks Act No. 194 of 1993  
Unemployment Insurance Act No. 30 of 1966  
Value – Added Tax Act No. 89 of 1991

### **Sections 51(1)(c) and 51(1)(e)**

4) Access to the records held [Sections 51(1)(c) and 51(1)(e)]

Records which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]

This information can be defined as operational information needed in the day to day running of the company and is generally of little to no use to persons outside the company.

(Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

#### **The Request Procedures**

*(Prescribed form and fee structure in respect of private bodies)*

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) under the “regulations” section.

### **Section 51(1)(f)**

5) Other information as may be prescribed

The Ministry of Justice and Constitutional Development has not made any regulations in this regard.

### **Section 51(3)**

6) Availability of the material

The manual is available at our offices free of charge; and copies are available with the SAHRC, in the Gazette and on our website as listed above.