

COLLISHEEN ESTATE (PTY) LTD

(Registration Number: 1967/009996/07)

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

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(Registration number: 1967/009996/07)

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF COLLISHEEN ESTATE (PTY) LTD (REGISTRATION NUMBER: 1967/009996/07)

1. CONTACT PARTICULARS

| | | | |
|--------------------------|--|-----------------------------|---|
| Head of business: | WAYNE HULETT | Information officer: | WAYNE HULETT |
| Postal Address: | P.O.BOX 114 UMHLALI DURBAN 4390 | Physical Address: | X1 ESEMEMBI ROAD COMPENSATION DURBAN 4391 |
| Telephone Number: | 032 815 1107 | Fax Number: | 086 295 1118 |
| E-mail Address: | wayne@collisheen.co.za | | |

2. INTRODUCTION

The company is engaged in events co-ordination and venue hire and operates principally in Ballito, KZN

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

3.1 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.

3.2 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.

3.3 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 the SAHRC. The contact 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

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 **COLLISHEEN ESTATE (PTY) LTD**.



5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Banks Act 94 of 1990
- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008
- Consumer Protection Act 68 of 2008
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Employment Tax Incentive Act 26 of 2013
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Insolvency Act 24 of 1936
- Labour Relations Act 66 of 1995
- National Credit Act 34 of 2005
- Occupational Health and Safety Act 85 of 1993
- Prescription Act 68 of 1969
- Prevention of Organised Crime Act 121 of 1998
- Prevention and Combatting of Corrupt Activities Act 12 of 2004
- Promotion of Access to Information Act 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act of 4 of 2000
- Property Time-sharing Control Act 75 of 1983
- Protection of Personal Information Act 4 of 2013
- Sectional Titles Schemes Management Act 8 of 2011
- Sectional Titles Act of 95 of 1986
- Share Blocks Control Act 59 of 1980
- South African Reserve Bank Act 90 of 1989
- South African Revenue Services Act 34 of 1997
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Tax Administration Act 28 of 2011
- Trust Property Control Act 57 of 1988
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Other applicable statutes

6. INFORMATION AUTOMATICALLY AVAILABLE

- Pricelists
- Marketing and Promotional Material



7. INFORMATION AVAILABLE IN TERMS OF THE ACT

Statutory Business Records

- Certificate of Incorporation
- Certificate to Commence Business
- Dividend Register
- Directors Attendance Register
- Index of Members
- Memorandum of Incorporation
- Minutes of Shareholders Meetings
- Minutes of Directors Meetings
- Register of Allotments
- Register of Directors and Officers
- Register of Directors Shareholding
- Resolutions
- Shareholders Agreements
- Members Register
- Founding Statements and Amendments
- Minute Books
- Resolutions Passed at Meetings

Accounting Records

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Lease or instalment sale agreements
- Budgets and business plans
- Insurance records
- Auditor's reports
- Credit agreements

Environment, Health and Safety

- Emergency response plans

Information Technology



- Brochures, newsletters and marketing material
- Customers
- Sales

Other Records

- Levies

8. GENERAL

N/A

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of COLLISHEEN ESTATE (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.

10. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of COLLISHEEN ESTATE (PTY) LTD and from the South African Human Rights Commission.



12 January 2016