

WL005/02
17-01-03

MANUAL for Ritz Trade (115) Pty Ltd
In terms of the
PROMOTION OF ACCESS TO INFORMATION ACT
No 2 of 2000

(hereinafter referred to as “the Act”)

Introduction

The Promotion of Access to Information Act No 2 of 2000 gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. Where the request is made in terms of the Act, the body to which the request is made is obliged to release the information, except where the Act, expressly provides that the information may not be released. The Act sets out the requisite procedures associated with any such request.

Section 9 of the Act recognises that the exercise of such access to information rights can be limited, and should be subject to limitations where it poses a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

Part 1 Company and Contact Details

Name of Company

Ritz Trade (115) Pty Ltd

Nature of Business

Hotel and Conference and Catering Services

Head of Company

Mr. Randy Moniez

Postal Address

P. O. Box 76299

Wendywood

2144

Street Address

120 Western Service Road
Woodmead
Sandton

Telephone Number

(011) 804 3777

Telefax Number

(011) 802 1004

Email Address

<info@cedarpark.co.za>

Information Officer

Lydia Nkabinde

Telephone Number

(011) 804 3777

Telefax Number

(011) 802 1004

Postal Address

P. O. Box 76299
Wendywood
2144

Email Address

<lydia@cedarpark.co.za>

Public information on the company is available on the company's web site (www.cedarpark.co.za).

Part 2 Guide to the Manual and its Access.

The SAHRC guide contains information as to what may reasonably be required by a person who wishes to exercise any rights contemplated in the Act. Any enquires relating to that guide should be directed to the CEO of the South African Human Rights Commission, Private Bag 2700, Houghton, 2041. Telephone (011) 484 8300 or Fax (011) 484 1360 or email hkhumalo@sahrc.org.za. Further information may be accessed from the web site www.sahrc.org.za

Part 3 Records.

Records Available (only on request to access) in terms of the Act).

1. Personnel Records

As provided by employees.

As provided by individuals other than employees.

Conditions of employment and employee-related contractual records

2. Records relating to Customers

3. Records relating to Ritz Trade (115) Pty. Ltd.

Financial

Operational

Marketing

Product

Internal Correspondence

Statistical

Statutory records

The relevant records of a public nature provided in terms of the following Acts are held in the Company's Head office:

- Atmospheric Pollution Prevention Act. No. 45 of 1965.
- Basic Conditions of Employment Act. No. 75 of 1997.
- Companies Act No.61 of 1973.
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993.
- Competition Act. No. 89 of 1998.
- Employment Equity Act No.55 of 1998.

- Environment Conservation Act. No.73 of 1989.
- Health Act No. 63 of 1977.
- Intellectual Property Laws Amendment Act. No. 38 of 1997.
- Income Tax Act No. 58 of 1962.
- Labour Relations Act No. 66 of 1995 as amended.
- Merchandise Marks Act. No. 17 of 1941.
- National Environmental Management Act. No 107 of 1998.
- National Water Act. No. 36 of 1998.
- Occupational Health and Safety Act. No 85 of 1993.
- Patents Act. No. 57 of 1978.
- Pension Funds Act. No. 24 of 1956.
- Promotion of Access to Information Act No. 2 of 2000.
- Skills Development Act. No. 97 of 1998.
- Skills Development Levies Act. No. 9 of 1999.
- Trade Marks Act. No. 194 of 1993.
- Unemployment Insurance Act. No. 36 of 2001.
- Usury Act. No. 81 of 1995.
- Value Added Tax Act No. 89 of 1991

Part 4 Information Request Procedure.

To request a document in terms of the Act, the requester must use the prescribed form. This must be submitted to the CEO of Ritz Trade (115) Pty Ltd or the Information Officer of Ritz Trade (115) Pty Ltd. The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right that he/she 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 the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request. The CEO/Information Officer will make a decision whether to grant the request. The prescribed fee for processing the request will be required prior to undertaking the search, reproduction and preparation of any document.

Records which could be deemed confidential on the part of a third party will need the permission of the third party concerned before Ritz Trade (115) Pty Ltd will permit access to view.

Part 5. Manual Availability.

In addition to the availability of this Manual at the South African Human Rights Commission, this Manual is available on the website of Ritz Trade (115) Pty Ltd. Copies may also be obtained from the Information Officer of Ritz Trade (115) Pty Ltd.

In respect of hard copies' postage will be for the account of the requester.