

IN ACCORDANCE WITH S(51) OF THE PROMOTION OF ACCESS TO INFORMATION ACT
(ACT 2 OF 2000)

FOR

GRASERKRAT STUDIES CC.

(CK 1988/28644/23)

The Guidelines of the South African Human Rights Commission were followed in the preparation of this Manual, and their assistance is hereby duly acknowledged.

1. CONTACT DETAILS

Graserkrat Studies CC, trading as Good Hope Volunteers, is a volunteer placement agency providing volunteer placement and support services to international tourists. Good Hope Volunteer's clients come mainly from Europe, however, South America and North America continue to be important markets too. Our clients are provided with volunteer packages that consist of volunteer experiences, excursion programs, transfer and daily transfers and related accommodation offerings.

Co-Directors/Members: Mr. W Graser & Mr. A Kratochwil

Web site: www.goodhopevolunteers.com

Contact details are:

Contact person:	Mr. P McIntyre
Physical address:	11 Mariendahl Avenue, Newlands, 7700
Postal address:	PO Box 24065, Claremont, 7735
Telephone:	+27 (0)21 683 1399
E-mail:	mcintyre@ghs.co.za

2. THE ACT (Section 51(1) (b)).

- 2.1 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.
- 2.2 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.
- 2.3 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

3. RECORDS RELATING TO OTHER LEGISLATION.

Other records held by Good Hope Volunteers are in accordance with the material provisions, as required, in the following Acts:

- Basic Conditions of Employment Act 75 of 1997;
- Close Corporation Act 69 of 1984;
- Income Tax Act 58 of 1962;
- Labour Relations Act 66 of 1995;
- Skills Development Act 97 of 1998;
- Short-term Insurance Act, 53 of 1998;
- Unemployment Insurance Act 30 of 1966;
- Value-Added Tax Act 89 of 1991

4. ACCESS TO RECORDS

4.1 Notice published in terms of S(52)(2): None. Graserkrat Studies CC holds no information, other than that which is published on its website, which is freely available without a request for access in terms of PAIA.

4.2 Categories of information held in company records:

- Financial records;
- Statutory company information;
- Personnel information;
- Records relating to fixed and movable property;
- Commercial contracts;
- Insurance contracts;
- Claims documentation;
- Audited/unaudited financial statements;
- Company web page

4.3 Manner of access

Requestors are to complete the prescribed form as contained in the Regulations to the Act. (Reg.10 of PAIA) and send it to a contact person listed above. Payment of the prescribed fee is required before the request is processed where applicable. Upon granting the request, an access fee as prescribed must be paid. The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request whether the request is granted. Refusal of the request may be made upon grounds stipulated in Act 2 of 2000.

5. AVAILABILITY OF THIS MANUAL

This manual will be published in the Government Gazette and is available at the Human Rights Commission. The manual is freely available on the company's website and is also available for inspection at the offices of Graserkrat Studies CC, free of charge. Copies of this manual may be obtained from the contact person, subject to payment of the prescribed fee.