



# Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA  
REPUBLIEK VAN SUID-AFRIKA

Vol. 452

Pretoria, 18 February 2003  
Februarie 2003

No. 24399

## MANUAL

*IN ACCORDANCE WITH*

**THE PROMOTION OF ACCESS TO  
INFORMATION ACT (NO. 2 OF 2000)**



**AIDS HELPLINE: 0800-0123-22 Prevention is the cure**

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## INTRODUCTION TO HOSPITALITY WAREHOUSE (PTY) LTD

HOSPITALITY WAREHOUSE (PTY) WAS INCORPORATED IN 2000 AND STARTED OPERATIONS IN 2001. THE MAIN BUSINESS OF THE COMPANY IS THE PROCUREMENT OF SUPPLIES FOR THE LEISURE INDUSTRY.

### B PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

#### 1 A CONTACT DETAILS

PHYSICAL ADDRESS: 2ND FLOOR BUILDING 27  
THE WOODLANDS OFFICE PARK  
WESTERN SERVICE ROAD  
WOODMEAD

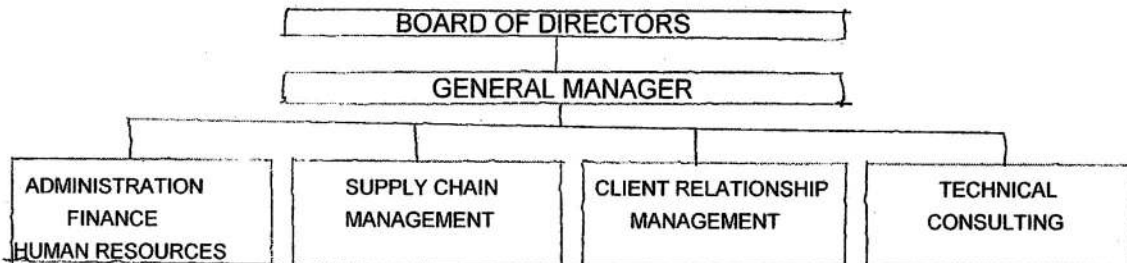
POSTAL ADDRESS: P.O. BOX 3660  
RIVONIA

TELEPHONE: +27 11 656 - 0461  
FAX: +27 11 804 - 1733  
E-MAIL ADDRESS: [dhorak@axsone.com](mailto:dhorak@axsone.com)  
INTERNET ADDRESS: [www.hw.co.za](http://www.hw.co.za)

#### B DIRECTORS:

CEO: A J CLEGG  
INFORMATION OFFICER: D. HORAK  
TELEPHONE: +27 11 802 - 4998  
FAX: +27 11 804 - 1733  
E-MAIL ADDRESS: [dhorak@axsone.com](mailto:dhorak@axsone.com)  
INTERNET ADDRESS: [www.hw.co.za](http://www.hw.co.za)

#### C BUSINESS STRUCTURE



2 THE SECTION 10 GUIDE ON HOW TO USE THE ACT  
THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 - 8300.

3 RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION.

- 1 INCOME TAX ACT NO 95 OF 1967
- 2 COMPANIES ACT NO 61 OF 1973
- 3 VALUE ADDED TAX ACT NO. 89 OF 1991
- 4 REGIONAL SERVICES COUNCIL ACT NO. 109 OF 1985
- 5 COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASES ACT NO. 130 OF 1993
- 6 UNEMPLOYMENT EQUITY ACT NO 55 OF 1998
- 7 UNEMPLOYMENT CONTRIBUTIONS ACT NO 4 OF 2002
- 8 UNEMPLOYMENT INSURANCE ACT NO 63 OF 2001

- 9 EMPLOYMENT EQUITY ACT NO. 55 OF 1998
- 10 BASIC CONDITIONS OF EMPLOYMENT ACT NO. 75 OF 1997
- 11 SKILLS DEVELOPMENT LEVIES ACT NO. 9 OF 1999
- 12 SKILLS DEVELOPMENT ACT NO. 97 OF 1998
- 13 ACCESS TO INFORMATION ACT NO. 2 OF 2000

- 4 A ACCESS TO INFORMATION HELD BY HOSPITALITY WAREHOUSE (PTY) LTD  
THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO  
REQUEST ACCESS IN TERMS OF THIS ACT.

1 ANY BROCHURES OR ADVERTISING MATERIAL

B RECORDS THAT MAY BE REQUESTED

THE FOLLOWING RECORDS CAN BE REQUESTED FOLLOWING THE PROCEDURE  
AS SET OUT IN POINT C.

1 **EMPLOYMENT RECORDS AND OTHER RELATED POLICIES**

2 **POLICIES ON STAFF RECRUITMENT AND OTHER STAFF RELATED POLICIES**

3 **ACCOUNTING RECORDS**

4 **ADMINISTRATION RECORDS**

5 **MANUAL IN TERMS OF THE ACCESS TO INFORMATION ACT NO. 2 OF 2000**

C THE REQUEST PROCEDURE

1 THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST  
FOR ACCESS TO A RECORD. THIS REQUEST MUST BE MADE TO THE DIRECTOR OF  
HOSPITALITY WAREHOUSE (PTY) LTD AT THE ADDRESS OF HOSPITALITY  
WAREHOUSE (PTY) LTD.

2 THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO  
ENABLE THE DIRECTOR TO IDENTIFY THE RECORD AND THE REQUESTER. THE  
REQUESTER SHOULD ALSO INDICATE WHICH FORM OF ACCESS IS REQUIRED.  
THE REQUESTER SHOULD ALSO INDICATE IF ANY OTHER MANNER IS TO BE USED  
TO INFORM THE REQUESTER AND STATE THE NECESSARY PARTICULARS TO BE  
SO INFORMED.

3 THE REQUESTER MUST IDENTIFY THE RIGHT THAT IS SOUGHT TO BE EXERCISED  
OR TO BE PROTECTED AND PROVIDE AN EXPLANATION OF WHY THE REQUESTED  
RECORD IS REQUIRED FOR THE EXERCISE OR PROTECTION OF THAT RIGHT.

4 IF A REQUEST IS MADE ON BEHALF OF ANOTHER PERSON, THE REQUESTER  
MUST THEN SUBMIT PROOF OF THE CAPACITY IN WHICH THE REQUESTER IS  
MAKING THE REQUEST TO THE SATISFACTION OF THE DIRECTOR OF HOSPITALITY  
WAREHOUSE (PTY) LTD.

D FEES

A REQUESTER WHO SEEKS ACCESS TO A RECORD CONTAINING PERSONAL  
INFORMATION ABOUT THAT REQUESTER IS NOT REQUIRED TO PAY THE REQUEST  
FEE. EVERY OTHER REQUESTER, WHO IS NOT A PERSONAL REQUESTER, MUST  
PAY THE REQUIRED REQUESTED FEE:

a THE DIRECTOR WILL NOTIFY THE REQUESTER, REQUIRING THE REQUESTER TO PAY  
THE PRESCRIBED FEE (IF ANY) BEFORE FURTHER PROCESSING THE REQUEST.

b THE FEE THAT THE REQUESTER MUST PAY IS R57. THE REQUESTER MAY LODGE  
AN APPLICATION TO THE COURT AGAINST THE PAYMENT OF THE REQUEST FEE.

c AFTER THE DIRECTOR HAS MADE A DECISION ON THE REQUEST, THE REQUESTER  
WILL BE NOTIFIED IN THE REQUIRED FORM.

d IF THE REQUEST IS GRANTED A FURTHER ACCESS FEE MUST BE PAID FOR THE  
SEARCH, REPRODUCTION, PREPARATION AND FOR ANY TIME THAT HAS EXCEEDED  
THE PRESCRIBED HOURS TO SEARCH AND PREPARE THE RECORD FOR  
DISCLOSURE.

5 OTHER INFORMATION AS MAY BE PRESCRIBED  
THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6 AVAILABILITY OF THE MANUAL  
THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF HOSPITALITY WAREHOUSE (PTY) LTD, FREE OF CHARGE.  
COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

7 PRESCRIBED FEES		AMOUNT VAT		
		50.00	7.00	57.00
A	REQUEST FEE			
B	REPRODUCTION FEES	1.10	0.15	1.25
	a PHOTOCOPIES PER A4 OR PART THEREOF	0.75	0.11	0.86
	b PRINTED COPIES @ A4 OR PART ON COMPUTER			
	c COPY IN COMPUTER READABLE FORM	7.50	1.05	8.55
	1) STIFFY DISC	70.00	9.80	79.80
	2) COMPACT DISC			
C	ACCESS FEES	1.10	0.15	1.25
	a PHOTOCOPIES PER A4 OR PART THEREOF	0.75	0.11	0.86
	b PRINTED COPIES @ A4 OR PART ON COMPUTER			
	c COPY IN COMPUTER READABLE FORM	7.50	1.05	8.55
	1) STIFFY DISC	70.00	9.80	79.80
	2) COMPACT DISC			
D	TO SEARCH AND PREPARE THE RECORD FOR DISCLOSURE, FOR EACH HOUR OR PART OF AN HOUR REASONABLY REQUIRED FOR SUCH	30.00	4.20	34.20
	IF ANY OTHER FORM OF ACCESS IS REQUIRED, THE FEES AS PRESCRIBED BY THE SAHRC WILL APPLY.			
E	POSTAGE			
	THE ACTUAL COST OF THE POSTAGE WILL BE PAYABLE BY THE REQUESTER IF A COPY OF THE RECORD IS TO BE POSTED.			
F	LINKS FOR FEES			
	THE FOLLOWING WEBSITES CAN BE ACCESSED TO OBTAIN OR CONFIRM THE FEES:			
	1 <a href="http://www.sahrc.org.za">www.sahrc.org.za</a>	SOUTH AFRICAN HUMAN RIGHTS COMMISSION WEBSITE		
	2 <a href="http://www.doj.gov.za">www.doj.gov.za</a>	DEPT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT		

8 PRESCRIBED FORMS  
COPIES OF THE FORMS ARE ATTACHED AS AN ADDENDUM TO THE MANUAL.  
COPIES OF THE FORMS ARE AVAILABLE AT THE PREMISES OF HOSPITALITY WAREHOUSE (PTY) LTD.

9 GUIDELINES  
THE GUIDELINES AS LAID OUT BY THE SAHRC FOR THE COMPILATION OF THE MANUAL, WAS USED IN THE PREPARATION OF THE MANUAL.

A handwritten signature in black ink, consisting of a large loop followed by a horizontal stroke and a downward curve.

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