

Ons verw./Our Ref: T vd Merwe
E-mail: tian@bso.co.za

19 December 2011

South African Human Rights Commission
Private Bag X2700
Houghton
2041

Dear Sir / Madam

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, 2 OF 2000**

**ACCOMMODATION SHOP CC
REGISTRATION NUMBER : 1991/009184/23**

We have hereby enclosed the manual in terms of section 51 of the Promotion of Access to Information Act, 2 of 2000 for the abovementioned client.

Kindly place this manual on file and notify us of its registration.

Please do not hesitate to contact Tian van der Merwe should you have any queries in this regard.

Any correspondence can be sent to:

EMAIL
tian@bso.co.za

POST
Bernard Shaw Ouditeure Inc.
PO Box 3469
MATIELAND
7602

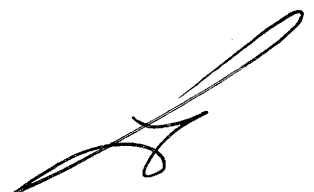
Yours faithfully


BERNARD SHAW OUDITEURE INC.
Per. Tian van der Merwe

Accommodation Shop CC

(Registration number: 1991/009184/23)

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

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Promotion of Access to Information Act, 2 of 2000 (The Act)

Section 51 Manual of Accommodation Shop CC (Registration number: 1991/009184/23)

1. Contact particulars

Head of business:	Anne Denmark Strickland	Information officer:	Anne Denmark Strickland
Postal address:	10 Marine House St. John's Road Sea Point 8005	Physical address:	10 Marine House St. John's Road Sea Point 8005
Telephone number:	021 439 1234	Fax number:	021 434 2238
E-mail address:	annie@accommodationshop.co.za		
Website:	www.accommodationshop.co.za		

2. Introduction

Estate agent

3. Guide in terms of section 10 of The Act

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, contact number (011) 877-3600, fax number (011) 403-0625 or 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 Accommodation Shop CC.

5. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

- 5.1 Consumer Protection Act 68 of 2008
- 5.2 Electronic Communications and Transactions Act 25 of 2002
- 5.3 Estate Agents Affairs Act 112 of 1976
- 5.4 Financial Intelligence Centre Act 38 of 2001
- 5.5 Income Tax Act 58 of 1962
- 5.6 National Credit Act 34 of 2005
- 5.7 Promotion of Access to Information Act 2 of 2000
- 5.8 Rental Housing Act of 50 of 1999
- 5.9 Skills Development Levies Act 9 of 1999
- 5.10 Skills Development Act 97 of 1998
- 5.11 Unemployment Contributions Act 4 of 2002
- 5.12 Unemployment Insurance Act 63 of 2001
- 5.13 Value Added Tax Act 89 of 1991

6. Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying:

- 6.1 Pricelists
- 6.2 Marketing and promotional material
- 6.3 www.accommodationshop.co.za

7. Information available in terms of The Act

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

7.1 Accounting records

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger
- 7.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 7.1.4 Bank statements, cheque books, cheques
- 7.1.5 Customer and supplier statements and invoices
- 7.1.6 Deposit slips
- 7.1.7 Cash books and petty cash books
- 7.1.8 Fixed asset register
- 7.1.9 Tax returns and assessments
- 7.1.10 VAT returns
- 7.1.11 Lease or instalment sale agreements
- 7.1.12 Accounting officer's reports
- 7.1.13 Capital expenditure
- 7.1.14 Record of assets
- 7.1.15 Record of liabilities
- 7.1.16 Record of loans to related parties
- 7.1.17 Record of liabilities and obligations
- 7.1.18 Record of revenue
- 7.1.19 Record of expenses

7.2 Information Technology

- 7.2.1 Hardware
- 7.2.2 Internet
- 7.2.3 Intranet
- 7.2.4 Licenses
- 7.2.5 LAN Installations
- 7.2.6 Operating systems
- 7.2.7 Software packages
- 7.2.8 Telephone exchange equipment
- 7.2.9 Telephone lines, leased lines and data lines

7.3 Insurance

- 7.3.1 Claim records
- 7.3.2 Details of coverage, limits and insurers
- 7.3.3 Insurance policies

7.4 Legal, Agreements and Contracts

- 7.4.1 Acquisition or disposal documentation
- 7.4.2 Agreements with contractors, suppliers and clients
- 7.4.3 Agreements with customers
- 7.4.4 Agreements with shareholders, officers or directors
- 7.4.5 Material agreements relating to provision of services or materials
- 7.4.6 Sale agreements

7.5 Personnel Records

- 7.5.1 Attendance register
- 7.5.2 Disciplinary records
- 7.5.3 Employee information records
- 7.5.4 Employee remuneration
- 7.5.5 Employment applications
- 7.5.6 Employee date of birth
- 7.5.7 Employment contracts
- 7.5.8 IRP 5 and IT 3 certificates
- 7.5.9 Leave applications
- 7.5.10 Name and occupation of each employee
- 7.5.11 Payroll
- 7.5.12 Personnel file
- 7.5.13 Salary and wage registers
- 7.5.14 UIF, PAYE and SDL returns

7.6 Statutory Close Corporation Records

- 7.6.1 Annual Statutory Returns
- 7.6.2 Founding Statement and amendments
- 7.6.3 Minute books
- 7.6.4 Resolutions passed at meetings

7.7 Tax

- 7.7.1 Income tax returns
- 7.7.2 Provisional tax returns
- 7.7.3 Tax assessments
- 7.7.4 VAT documents

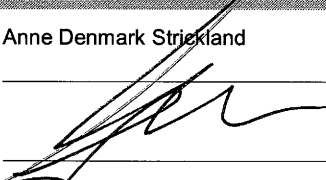
8. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Accommodation Shop CC, 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.

9. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Accommodation Shop CC, from the South African Human Rights Commission and at www.accommodationshop.co.za.

10. Signature

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.	
Name of Information Officer:	Anne Denmark Strickland
Signature:	
Date:	19/12/2011