

WHITE SHARK PROJECTS

Promotion of Access to Information Manual

Prepared in accordance with Section 51 of The Promotion of Access to Information Act (2 of 2000) ("the Act"). For assistance in obtaining access to information from White Shark Projects CC (Reg No: 1997/001091/23)

Introduction

- i) The information listed in this manual is available from White Shark Projects CC by means of a request in the form as prescribed in section 53 of the Act. Requests can be addressed to the Company Secretary at the address and/or contact details as indicated in Paragraph 1 hereunder. All fees (if any), as prescribed in section 54 of the Act, must be paid to White Shark Projects before any request is processed.
- ii) White Shark Projects reserves the right to refuse information where it falls under a specified exemption as set out in Chapter 4 of the Act. (Ss 62-70).
- iii) While every effort is made to publish reliable and correct information and to update this register regularly, White Shark Projects cannot guarantee that this information is both complete and accurate and makes no representation regarding the fitness of this information for any purpose.

1. Contact details

(Information required by section 51(1)(a) of the Act)

- 1.1 **Company Head / Secretary:** Charmaine Beukes
- 1.2 Postal address: Postnet Suite 40, PVT Bag X16, Hermanus
- 1.3 Street Address: 16 Geelbek Street, Kleinbaai, 7200
- 1.4 Business phone: 028-3841774
- 1.5 Business fax: 0865146973
- 1.6 Website: www.whitesharkprojects.co.za
- 1.7 E-mail: Charmaine@whitesharkprojects.co.za

Description of Guide referred to in Section 1

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages. The Guide is available for inspection, *inter alia*, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown

Phone: 011 484 8300

Fax: 011 484 0582

2.4 Website: www.sahrc.co.za

2.5 E-mail: paia@sahrc.org.za

‘White Shark Lodge’

16 Geelbek Street, Kleinbaai

Tel: +27 (0)28 384 1774

Mobile: +27 (0)76 245 5880

Email: info@whitesharkprojects.co.za

Website: www.whitesharkprojects.co.za

2. Available information

(Information required by section 51(1)(c) of the Act) White Shark Projects has the following information available, without a person having to formally request access thereto in terms of the Act:

3.1 White Shark Projects

3.2 Website: www.whitesharkprojects.co.za

3.3. Company Newsletters

Records available in terms of legislation (Information required by section 51(1)(d) of the Act). Records are available in accordance with the following legislation:

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

GENERAL SUBJECTS AND CATEGORIES OF RECORDS HELD BY WHITE SHARK PROJECTS CC: SECTION 51(1)(e)

1. COMPANIES ACT RECORDS

- Closed Corporation Registration
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Members Agreement
- Records relating to the appointment of directors/ auditor/ secretary/
public officer and other officers

2. FINANCIAL RECORDS

- Annual Financial Statements

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- Tax Returns
- Accounting Records
- Banking Records
- Asset Register
- Rental Agreements
- Invoices

3. INCOME TAX RECORDS

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
 - o VAT
 - o Regional Services Levies
 - o Skills Development Levies
 - o UIF
 - o Workmen's Compensation

4. PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Employment Equity Plan
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals

LIST OF RECORDS AUTOMATICALLY AVAILABLE

- White Shark Projects Responsible Tourism Policy
- White Shark Projects HIV/AIDS Policy
- White Shark Projects Sexual Harassment Policy
- Company Registration Papers
- Company Tax Clearance Certificate
- White Shark Cage Diving Permit & Conditions
- Boat: Local General Safety Certificate
 - Life Raft
 - Radio Station License
 - NSRI Shore Crew Member
- White Shark Projects Insurance Documents
- Vehicle Registration Papers
- BEE Certificate
- Indemnity Forms
- Feedback Forms
- Membership Affiliations:
 - Cape Town Tourism
 - Gansbaai Tourism
 - SATSA (South African Tourism Services Association)
 - SKAL International
 - SA Shark Conservancy
 - Cape Town Information Centre
 - Great White Shark Protection Foundation
- Award Certificates

LIST OF RECORDS AVAILABLE ON REQUEST

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- Training records
- Training Manuals

DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

- The requester must complete Form C and submit this form together with a request fee, to the head of the private body.
- The form must be submitted to the head of the private body at his/ her address, fax number, or electronic mail address
- The form must:
 - provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester,
 - indicate which form of access is required,
 - specify a postal address or fax number of the requester in the Republic, identify the right that the requester 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 in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner, if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

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