



# UMLANI

BUSHCAMP IN GREATER KRUGER



## Section 51 Manual for Umlani Safaris (PTY) Ltd

### INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT (PAIA)

#### Contact Details [(Section 51)(1)(a)]:

Postal Address: Suite 407 Postnet, Hoedspruit 1380  
Street Address: Timbavati Private Nature Reserve, Mpumalanga 1350  
Telephone: 082 776 7417  
Fax: 086 696 8518  
Email: [marie@umlani.com](mailto:marie@umlani.com)  
Website: [www.umlani.com](http://www.umlani.com)

#### Description of Guide on How To Use the Act [Section 51(1)(b)]:

The Promotion of Access to Information Act grants a requester access to the records of a company, 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. Requests in terms of the Act are required to be made in accordance with the prescribed procedures, at the rates provided.

A Guide on how to use the Act has been compiled by the South African Human Rights Commission (SAHRC). The Guide is available in all the official languages, and is available on the website of the SAHRC or by contacting the SAHRC:

The South African Human Rights Commission  
PAIA Unit  
The Research and Documentation Department  
Private Bag 2700, Houghton 2041  
29 Princess of Wales Terrace, c/o York and St. Andrews Street, Parktown  
<http://www.sahrc.org.za>; Email: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)  
Tel. (011) 484 8300; Fax (011) 484 0582

Umlani Safaris (Pty) Ltd reg: 2002/012144/07 · VAT No: 4820142430 ·  
Directors: · M.E. Schiess · M.H. Schiess  
Suite 407 Postnet · Hoedspruit 1380 · South Africa  
Tel: (+27) 21 - 785 5547 · Email: [info@umlani.com](mailto:info@umlani.com) · Web: [www.umlani.com](http://www.umlani.com)





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## **Records Available in Terms of Other Legislation [Section 51(1)(d)]:**

Records are kept and are available in accordance with such other legislation 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
- Occupational Health & Safety Act No. 85 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
- Skills Development Levies Act No 9 of 1999

## **Subject and Categories of Records Held by Umlani Safaris (PTY) Ltd [Section 51(1)(e)]:**

### COMPANIES ACT RECORDS

- Documents of incorporation
- Memorandum and Articles of Association
- Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers
- Share Register and other statutory registers

### FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records, Bank Statements, Paid Cheques, Electronic banking records
- Asset Register
- Rental Agreements
- Invoices

### 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:

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- VAT
- Regional Services Levies
- Skills Development Levies
- UIF
- Workmen's Compensation

## PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Employment Equity Policy
- Provident Fund records
- Disciplinary records
- Salary records
- CATHSETA records
- Disciplinary policy and procedures
- Grievance policy and procedures
- HR Manual with all in-house policies
- Field Guide Code of Conduct for the Timbavati Private Nature Reserve
- Leave records
- Training records
- Training Manuals

## Detail on How to Make a Request for Access [Section 51(e)]:

- The requester must complete Form C (a copy of which is attached here) 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 as stipulated above.
- 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, the form must 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 Marco or Marie-Louise Schiess at the postal or email address specified above for Umlani Safaris (PTY) Ltd.

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### **Availability of the Manual [Section 51(3)]:**

This Manual is available for inspection at the head office of Umlani Safaris (PTY) Ltd, at Umlani Bushcamp in the Timbavati Private Nature Reserve, and on the Umlani Safaris website. The Manual is also available at the offices of the SAHRC.

### **Prescribed Fees and Prescribed Form of Request:**

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 request fee:

- The head of Umlani Safaris must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [Section 54(1)].
- The fee that the requester must pay to Umlani Safaris is R50. The requester may lodge an application to the court against the tender or payment of the request fee [Section 54(3)(b)].
- After the head of Umlani Safaris has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then 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 [Section 54(6)].

Information regarding a list of fees in respect of private bodies as well as a copy of Form C, which is the request form is available on the website of the SAHRC:

[http://www.sahrc.org.za/fees\\_forms\\_priv\\_bodies.PDF](http://www.sahrc.org.za/fees_forms_priv_bodies.PDF).

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## FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000)

[Regulation 10]

### A. Particulars of private body

The Head:

### B. Particulars of person requesting access to the record

(a) The particulars of the person who requests access to the record must be given below.

- The address and/or fax number in the Republic to which the information is to be sent must be given.
- Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

### C. Particulars of person on whose behalf request is made

This section must be completed *ONLY* if a request for information is made on behalf of *another* person.

Full names and surname:

Identity number:

### • Particulars of record

- Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

◦ Description of record or relevant part of the record:

◦ Reference number, if available:

◦ Any further particulars of record:

### E. Fees

- A request for access to a record, other *than* a record containing personal information about yourself, will be processed only after a request fee has been paid.
- You will be *notified* of the amount required to be paid as the request fee.
- The fee payable for access to a record depends *on* the form *in which* access is required and the reasonable time *required* to search for and prepare a record.
- If you qualify for exemption *of* the payment *of* any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

**F. Form of access to record**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: Form in which record is required:	Form in which record is required
Mark the appropriate box with an X.	
<p>NOTES:</p> <ul style="list-style-type: none"> <li>• Compliance with your request in the specified form may depend on the form in which the record is available.</li> <li>• Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</li> </ul> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

**1. If the record is in written or printed form:**

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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**2. If record consists of visual images**  
this includes photographs, slides, video recordings, computer-generated images, sketches, etc)

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"	<input type="checkbox"/>	transcription of the images*
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**3. If record consists of recorded words or information which can be reproduced in sound:**

<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document
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**4. If record is held on computer or in an electronic or machine-readable form:**

<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
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'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
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**G Particulars of right to be exercised or protected**

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

**H. Notice of decision regarding request for access**

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of .....20

SIGNATURE OF REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS MADE