

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000
(ACT 2 OF 2000)**

**SECTION 51 MANUAL FOR
South Hill Guest House (Pty) Ltd
(Registration No. 2004/020000/07)**

South Hill Guest House (Pty) Ltd is registered in terms of the Companies Act No. 61 of 1973. The principal activity of the Company is providing Guest House Accommodation

PARTICULARS IN TERMS OF SECTION 51

1. CONTACT DETAILS

Kevin Alan King deals with all matters in connection with requests for information in terms of the Promotion of Access to Information Act No 2 of 2000. His contact details are:

Postal address: PO Box 12807, Mill Street, 8010

Physical address: Unit 214, The Foundry, Prestwich Street, Green Point, Cape Town, 8005

Telephone: 021 421 1367 **Facsimile:** 021 421 2821

E-mail: kevin@rex.co.za

2. THE GUIDE AS DESCRIBED IN SECTION 10

The Guide on how to use the Act is available for inspection at the South African Human Rights Commission (SAHRC). Please direct any queries to:

Postal address: Private Bag X 2700
HOUGHTON
2041

Telephone: +27 11 484 8300 **Facsimile:** +27 11 484 0582

Website: <http://www.sahrc.org.za> **E-mail:** paia@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF THE FOLLOWING LEGISLATION

- Companies Act 71 of 2008
- Income Tax Act 95 of 1967
- Value Added Tax Act 89 of 1991

Records are kept in terms of the above legislations

4. CATEGORIES OF RECORDS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2)

Normal commercial information that is available freely to the public and information and records that relate directly to the requester.

5. HOW TO MAKE A REQUEST FOR ACCESS

Refer to the website of the SAHRC, which prescribes the form, content, proceedings and fees relating to a request for access of information.

6. AVAILABILITY OF THIS MANUAL

The manual is available, free of charge, from the offices detailed in paragraph 1 above or from the offices of SAHRC.

Signed _____
K A King

Date _____