

MANUAL PREPARED IN ACCORDANCE WITH SECTION
51 OF THE PROMOTION OF ACCESS TO INFORMATION

ACT, NO 2 OF 2000

FOR

CAPE STUDIES LANGUAGE SCHOOL

(Registration no. CK 1996/001644/23)

(The Guidelines of the South African Human Rights Commission were followed in the preparation of this Manual and their assistance is acknowledged)

1. CONTACT DETAILS

Cape Studies Language School is an English language school that teaches English to language tourists. Our clients come mainly from Europe, however, South America, Asia and Africa are growing markets. We provide our clients with a package that consists of English tuition, an excursion programme and a variety of accommodation options.

Managing Director / CEO : Mr Jens von Wichtingen

Web site: www.capestudies.com

Contact person	Mr Jens von Wichtingen
Physical Address	17 Varney's Road, Green Point, 8000
Postal address	PO Box 4425, Cape Town, 8000
Telephone	021 439 0999
Fax	021 439 3130
E-mail	info@capestudies.com

2 SECTION 10 GUIDE ON HOW TO USE THE ACT

The section 10 Guide on how to use the Act will be available from the South African Human Rights Commission no later than August 2003. Enquiries can be directed to:
The South African Human Rights Commission: PAIA Unit
Private Bag 2700
Houghton 2041
Tel: +27-11-484-8300
Fax: +27-11-484-0582
Web: www.sahrc.org.za
eMail: paia@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

Records are held in accordance with statutory provisions that include those in the following Acts (note: this list is not exhaustive):

- Basic Conditions of Employment Act 75 of 1997

- Close Corporation Act 69 of 1984
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Skills Development Act 97 of 1998
- Short-term Insurance Act 53 of 1998
- Unemployment Insurance Act 30 of 1966
- Value Added Tax Act 89 of 1991

4. ACCESS TO RECORDS

4.1 Notice published in terms of section 52(2): None.

Cape Studies Language School holds no information that is freely available without request for access in terms of the Act, otherwise than information published on its website.

4.2 Categories of information held in company records:

Financial records
 Statutory company information
 Personnel information
 Records relating to fixed and movable property
 Commercial contracts
 Insurance contracts
 Claims documentation
 Audited/un-audited financial statements
 Company web page

4.3 Manner of access:

Requestors are to complete the prescribed form as contained in the Regulations to the Act. (Regulation 10, Act No 2 of 2000) and send it to a contact person listed above. Payment of the prescribed fee is required before the request is processed where applicable. Upon granting the request, an access fee as prescribed must be paid.

The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request whether the request is granted. Refusal of the request may be made upon grounds stipulated in Act 2 of 2000.

5. AVAILABILITY OF MANUAL

This manual will be published in the Government Gazette and is available at the Human Rights Commission. The manual is available on the company's website and is also available for inspection at the offices of Cape Studies Language School free of charge. Copies of the manual may be obtained from the contact person subject to payment of the prescribed fee.