

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

ACT, NO 2 OF 2000

FOR

GRASERKRAT STUDIES CC.

(Registration no. CK88/28644/23)

[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

Graserkrat Studies CC t/a Good Hope Studies, 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 Wolfgang Graser/Mr Alexander Kratochwil

Web site: www.ghs.co.za

Contact details are:

Contact person	Mr Michael A Walker
Physical address	4 Mount Road, Rondebosch, 7700
Postal address	PO Box 24065, Claremont, 7735
Telephone	021 686 0060
Fax	021 686 0061
E-mail	walker@ghs.co.za

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

Website: <http://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.

Graserkrat Studies CC holds no information that is freely available without a request for access in terms of the Act. Otherwise that 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/unaudited 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 Graserkrat Studies CC free of charge. Copies of the manual may be obtained from the contact person subject to payment of the prescribed fee.