

EMERALD SAFARI RESORT (PTY) LTD
REGISTRATION NUMBER: 1997/007634/07

MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000 (THE ACT)

1. SECTION A

- 1.1. Contact details (Section 51 (1) (a) of the Act).
- 1.2. Postal address: P O Box 777, Vanderbijlpark, 1900.
- 1.3. Street address: 777 Frikkie Meyer Boulevard, Vanderbijlpark, 1911.
- 1.4. Telephone number: +27 16 982 8714.
- 1.5. Fax number: +27 16 982 8358.
- 1.6. E-mail: biancab@emeraldcasino.co.za.

2. SECTION B

HUMAN RIGHTS COMMISSION USERS GUIDES (SECTION 51 (1) (b))

In terms of section 10 of the Act, the Human Rights Commissioner is required to prepare a user guide and this guide will be available from the South African Human Rights Commission. Please address enquiries to the South African Human Rights Commission, PAIA Unit Research and Documentation Department.

Postal address: Private Bag 2700 Houghton, 2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. SECTION C

(Section 51 (1) (c) of the Act).

The latest notice in terms of section 52 (2) regarding categories of record of Emerald which are available without a person having to request access in terms of this Act:

No such notice has been published to date.

4. SECTION D

Records available in terms of legislation, as amended from time to time (Section 51 (1) (d) of the Act.)

- 4.1. Basic Conditions of Employment Act, No. 75 of 1997.
- 4.2. Broad Based Black Economic Empowerment Act, No. 53 of 2003.
- 4.3. Banks Act, No. 94 of 1990.
- 4.4. Compensation for Occupational Injuries and Disease Act, No. 130 of 1993.
- 4.5. Constitution of SA Act, No. 108 of 1996.
- 4.6. Employment Equity Act, No. 55 of 1998.
- 4.7. Environment Conservation Act, No. 73 of 1989.
- 4.8. Financial Intelligence Centre Act, No. 34 of 2001.

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- 4.9. Firearms Control Act, No. 60 of 2000.
 - 4.10. Gauteng Gambling and Betting Act, No. 4 of 1995.
 - 4.11. Income Tax Act, No. 58 of 1962.
 - 4.12. Labour Relations Act, No. 66 of 1995.
 - 4.13. Long-term Insurance Act, No. 52 of 1998.
 - 4.14. National Credit Act, No. 34 of 2005.
 - 4.15. National Environmental Management Act, No. 107 of 1998.
 - 4.16. National Gambling Act, No. 7 of 2004.
 - 4.17. Occupational Health and Safety Act, No. 85 of 1993.
 - 4.18. Patents Act, No. 57 of 1987.
 - 4.19. Pension Funds Act, No. 24 of 1956.
 - 4.20. Prevention of Organized Crimes Act, No. 121 of 1998.
 - 4.21. Prevention and Combatting of Corrupt Activities Act, No. 12 of 2004.
 - 4.22. Private Security Industry Regulations Act, No. 56 of 2001.
 - 4.23. Promotion of Access to Information Act, No. 2 of 2000.

5. SECTION E

Details required by section 51 (1) (e) of the Act to facilitate a request for access to records (subject to the restrictions and right of refusal to access provided for in the Act).

5.1. Accounting and finance.

5.2. Company, secretarial and administration.

5.3. Corporate Social investment.

5.4. Gambling records.

5.5. Human Resources.

5.6. Information, management and technology.

5.7. Insurance.

5.8. Intellectual property.

5.9. Labour and Human Resources.

5.10. Marketing.

5.11. Safety, Health and Environment.

6. SECTION F

Form of request.

The form of request to access to records of Emerald should be in the attached prescribed form (marked "Part 1") and addressed to the Information Officer.

7. SECTION G

Availability of the manual.

The manual is available for inspection at Emerald's offices at the address referred to above, the South African Human Rights Commission and Emerald's website.

8. SECTION H

The fees are as prescribed in terms of the regulations issued in terms of the Act.

9. Details of Information Officer:

Walter Bause.

Tel No: 016 982 8000

E-mail: walterb@emeraldcasino.co.za

PART I

PRESCRIBED FORMS

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

Full names and surname:

Identity Number:

Postal Address:

Telephone Number: _____ Fax 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.

D. Particulars of record

- (a) *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.*
(b) *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. Description of record or relevant part of the record:**
- 2. Reference number, if available:**

3. Any further particulars of record

E. Fees

- (a) A request for access to a record, other than a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) 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.
- (d) 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:
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Mark the appropriate box with an X.

NOTES:

(a) Compliance with your request in the specified form may depend on the form in which the record is available.

(b) 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.

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is written or printed form:					
	Copy of record *		Inspection of record		
2. If record consists of visual images:					
	View the images	Copy of the images*	Transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound:					
	Listen to the soundtrack (audio cassette)	Transcript of soundtrack* (written or printed document)			
4. If record is held on computer or in an electronic or machine-readable form:					
	Printed copy of record*	Printed copy of information derived from the record*	Copy in computer readable form* (stiffy or compact disk)		
*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.			<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;">YES</td> <td style="text-align: center; width: 50%;">NO</td> </tr> </table>	YES	NO
YES	NO				

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:

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