

## **Cape Frisco CC**

(Registration number: 2008/000544/23)

Manual in terms of section 51 of the  
Promotion of Access to Information Act, 2 of 2000

**Section 51 Manual of Cape Frisco CC (Registration number: 2008/000544/23)**

**1. Contact particulars**

Head of business:	Jason Bryan	Information officer:	Jason Bryan
Postal address:	PO Box 74 Century City 7446	Physical address:	1 Waterford Mews Century City 7441
Telephone number:	(021) 527-4060	Fax number:	(021) 551-0508
E-mail address:	jason@capefrisco.com		
Website:	<a href="http://www.capefrisco.com">www.capefrisco.com</a>		

**2. Introduction**

The close corporation is engaged in online business solutions.

**3. Guide in terms of section 10 of The Act**

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, tel (011) 887-3600.

**4. Facilitation of a request for access to information**

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from Cape Frisco CC.

**5. Information available in terms of other legislation**

Information is available in terms of certain provisions of the following legislation:

- 5.1 Basic Conditions of Employment Act 75 of 1997
- 5.2 Close Corporations Act 69 of 1984
- 5.3 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.4 Income Tax Act 58 of 1962
- 5.5 Occupational Health and Safety Act 85 of 1993
- 5.6 Unemployment Insurance Act 63 of 2001

**6. Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying:

- 6.1 Marketing and promotional material
- 6.2 [www.capefrisco.com](http://www.capefrisco.com)

**7. Information available in terms of The Act**

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

**7.1 Accounting records**

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger
- 7.1.3 Bank statements, cheque books, cheques
- 7.1.4 Fixed asset register

7.1.5 Tax returns and assessments

**7.2 Personnel Records**

7.2.1 Employee information records

7.2.2 Payroll

7.2.3 UIF, PAYE and SDL returns

**7.3 Statutory Close Corporation Records**

7.3.1 Annual Statutory Returns

7.3.2 Founding Statement and amendments

7.3.3 Minute books

**7.4 Tax**

7.4.1 Income tax returns

7.4.2 Provisional tax returns

7.4.3 Tax assessments

**8. Requesting procedures**

A person who wants access to the records must complete the necessary request form, that is available at the offices of Cape Frisco CC, or can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za). The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

**9. Availability of the Manual**

Copies of this manual are available for inspection, free of charge, at the offices of Cape Frisco CC, from the South African Human Rights Commission and at [www.capefrisco.com](http://www.capefrisco.com).

**10. Signature**

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.	
<b>Name of Information Officer:</b>	Jason Bryan _____
<b>Signature:</b>	_____ _____
<b>Date:</b>	_____ _____