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  Physical address: 1 Waterford Mews
   Century City  Century City
   7446  7441
   Telephone number: (021) 527-4060  Fax number: (021) 551-0508
   E-mail address: jason@capefrisco.com
   Website: www.capefrisco.com

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

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. 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.

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.

10. Signature

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.

Name of Information Officer: Jason Bryan

Signature: __________________________

Date: __________________________