

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000
(ACT 2 OF 2000)**

**SECTION 51 MANUAL FOR
Hippotique (Pty) Ltd
(Registration No. 2003/029661/07)**

Hippotique (Pty) Ltd. is registered in terms of the Companies Act No. 61 of 1973. The principal activity of the Company is Hotelier

PARTICULARS IN TERMS OF SECTION 51

1. CONTACT DETAILS

Kevin Alan King deals with all matters in connection with requests for information in terms of the Promotion of Access to Information Act No 2 of 2000. His contact details are:

Postal address: Postnet Suite 138, Private Bag X1, Vlaeberg, 8018

Physical address: 5-9 Park Road, Gardens, Cape Town, 8001

Telephone: 021 421 1367

Facsimile: 021 421 2821

E-mail: kevin@rex.co.za

2. THE GUIDE AS DESCRIBED IN SECTION 10

The Guide on how to use the Act is available for inspection at the South African Human Rights Commission (SAHRC). Please direct any queries to:

Postal address: Private Bag X 2700
HOUGHTON
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: <http://www.sahrc.org.za>

E-mail: paia@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF THE FOLLOWING LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 95 of 1967
- Labour Relations Act 66 of 1995
- Value Added Tax Act 89 of 1991
- Occupational Health and Safety Act 85 of 1993
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002.

Records are kept in terms of the above legislations

4. CATEGORIES OF RECORDS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2)

Normal commercial information that is available freely to the public and information and records that relate directly to the requester.

5. HOW TO MAKE A REQUEST FOR ACCESS

Refer to the website of the SAHRC, which prescribes the form, content, proceedings and fees relating to a request for access of information.

6. AVAILABILITY OF THIS MANUAL

The manual is available, free of charge, from the offices detailed in paragraph 1 above or from the offices of SAHRC.

Signed _____
K A King

Date _____