

**PROMOTION OF ACCESS TO INFORMATION ACT MANUAL  
PUBLISHED IN TERMS OF SECTION 51  
OF THE  
PROMOTION OF ACCESS TO INFORMATION ACT, NO 2  
OF 2000  
FOR**

**PEERMONT GLOBAL (PROPRIETARY) LIMITED AND  
THE PEERMONT GROUP OF COMPANIES**

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### **PART 1: INTRODUCTION**

- A.** This manual is published in terms of Section 51 of the Act which was enacted to give effect to section 32 of the Constitution of the Republic of South Africa Act, No 108 of 1996, which provides that everyone has the right to access to any information held by the State and any information held by another person that is required for the exercise or protection of any rights.

**Section 51** of the Act provides that the Manual compiled by a Private Body must contain the following information:

- the postal and street address, telephone and, if available, electronic mail address of the head of the Private Body;
- a description of the guide referred to in section 10, if available, and how to obtain access to the guide;
- the latest notice in terms of section 52(2), if any, regarding the categories of record of the Private Body which are available without a person having to request access in terms of the Act;
- a description of the records of the Private Body which are available in accordance with any other legislation;
- sufficient detail to facilitate a request for access to a record of the Private Body, a description of the subjects on which the Private Body holds records and the categories of records held on each subject; and
- any other information as may be prescribed.

This Manual will be updated regularly in accordance with section 51(2) of the Act.

**B.** This Manual applies in respect of Peermont Global (Pty) Ltd and each of the member companies of the Peermont Group as set out in Annexure “A”.

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## **DEFINITIONS**

In this Manual, unless the context clearly indicates a contrary intention, the words herein below defined shall bear the meanings assigned to them, and cognate expressions shall bear corresponding meanings:

- (i) **“Act”** means the Promotion of Access to Information Act, No 2 of 2000;
- (ii) **“Guide”** mean the guide published by the SAHRC in terms of section 10 of the Act;
- (iii) **“the Head of the Peermont Group”** means the Chief Executive Officer of the Peermont Group;
- (iv) **“Manual”** means this manual published in terms of section 51 of the Act;
- (v) **“Minister”** means the Cabinet member responsible for the administration of justice, presently the Department of Justice and Constitutional Development;
- (vi) **“Peermont Global”** means Peermont Global (Proprietary) Limited, a private company registered in accordance with the laws of the Republic of South Africa, with registration number 2006/006340/07;
- (vii) **“Peermont Group”** means Peermont Global and the Peermont group of companies as listed in Annexure “A” hereto;
- (viii) **“Personal Requester”** means a Requester seeking access to a record containing personal information about the Requester;
- (ix) **“Private Body”**, in terms of the Act, means a natural person who carries or has carried on any trade, business or profession, but only in such capacity; a partnership which

provides or has carried on any trade, business or profession; or any former or existing juristic person, but excludes a public body;

(x) **“Requester”**, in terms of the Act, means any person, including but not limited to a public body or an official thereof, making a request for access to a record of that Private Body or person acting on behalf of that person;

(xi) **“SAHRC”** means the South African Human Rights Commission.

## **PART 2: CONTACT DETAILS**

The Head of the Peermont Group has authorised the **[Information Officer]** to act as the Head of the Peermont Group for the purpose of the compilation of the Manual and to address all request for access to information from the Peermont Group made in terms of the Act.

The Head: Peermont Global Proprietary Limited

Information Officer

The contact details are as follows:

Physical Address:

64 Jones Road  
Kempton Park  
1620

Postal Address:

P O Box 956  
Kempton Park  
1620

Telephone: 011 928 1000

E-mail: [informationofficer@peermont.com](mailto:informationofficer@peermont.com)

Website: [www.peermont.com](http://www.peermont.com)

### **PART 3: GUIDE ON HOW TO USE THE ACT**

The SAHRC has, in terms of section 10 of the Act, compiled a guide which may be used by any person who wishes to exercise any right contemplated in the Act. This guide is available from the SAHRC.

The contact details for the SAHRC are as follows:

The South African Human Rights Commission:

Promotion of Access to Information Act Unit

The Research and Documentation Department

Postal Address:

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Facsimile: 011 484 0582

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

#### **PART 4: NOTICES IN TERMS OF SECTION 52(2) OF THE ACT**

According to section 52(2) of the Act, the Minister must publish a description of the categories of records of the Private Body that are automatically available without a person having to request access in terms of the Act.

To date, no notice has yet been published by the Minister.

#### **PART 5: RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION**

Certain of the Peermont Group's records are available in terms of legislation other than the Act and are listed in such legislation. In certain instances the information referred to therein may only be accessed by the persons specified in the relevant legislation. The legislation is as follows:

- Companies Act, 71 of 2008;
- Income Tax Act, 58 of 1962;
- Value-Added Tax Act, 89 of 1991;
- Unemployment Insurance Act, 63 of 2001;
- Compensation for Occupational Injuries and Diseases Act, 130 of 1993;
- Labour Relations Act, 66 of 1995
- Basic Conditions of Employment Act, 75 of 1997;
- Employment Equity Act, 55 of 1998;
- Skills Development Levies Act, 9 of 1999;
- Occupational Health and Safety Act, 85 of 1993;
- Gauteng Gambling Act, 4 of 1995;
- Mpumalanga Gaming Act, 5 of 1995;
- Free State Gambling and Racing Act, 7 of 1996;
- Kwa-Zulu Natal Gambling Act, 10 of 1996;
- North West Gambling Act, 2 of 2001;
- Limpopo Gambling Act, 4 of 1996;



- Eastern Cape Gambling and Betting Act, 5 of 1997;
- Liquor Act, 59 of 2003;
- Broad-based Black Economic Empowerment Act, 53 of 2003;
- National Gambling Act, 7 of 2004
- Documents of incorporation ( Founding Documents);
- Memorandum and Articles of Association;
- Minutes of Board of Directors meetings;
- Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers;
- Share Register and other statutory registers;
- Consumer Protection Act, 68 of 2008;
- Promotion of Access to Information Act, 2 of 2000;
- Statutory Returns and Statutory Records;
- Licences (categories);
- Minutes of Management Meetings; and
- Minutes of Staff Meetings.

**PART 6: DESCRIPTION OF THE SUBJECTS ON WHICH PEERMONT HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD ON EACH SUBJECT**

The following is a list of the subjects on which the Peermont Group holds records and the categories into which these fall. The procedure in terms of which such records may be requested from the Peermont Group is set out in Section 7 of this Manual.

The fact that this information is listed in this Part 6 does not mean that the information will automatically be made available to the Register, as the Company may, in terms of Chapter 4 of the Act, refuse a request for information should any of the grounds of refusal set out in Chapter 4 exist.

Categories of records	Description of Records Held
<b>Legal</b>	<ul style="list-style-type: none"> <li>• Agreements</li> <li>• Trademarks</li> </ul>
<b>Company Secretarial</b>	<ul style="list-style-type: none"> <li>• Share registers</li> <li>• Minute books of Directors' and management meetings</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Financial Statements</li> <li>• Management Accounts</li> <li>• Budgets</li> <li>• Asset Registers</li> <li>• Banking Records</li> <li>• Purchasing Records and Purchasing Order Information</li> <li>• Audit Reports</li> <li>• Tax Returns</li> <li>• Accounting Records and Financial dealings</li> <li>• Bank Statements</li> <li>• Paid Cheques</li> <li>• Electronic Banking Records</li> <li>• Rental Agreements</li> <li>• Invoices</li> <li>• Customer Details-Vat Numbers-Delivery Addresses-Email Addresses-Client Company Details</li> <li>• Stock Records</li> </ul>

	<ul style="list-style-type: none"> <li>• Tax Records (company and employee)</li> <li>• Client and Customer Registry</li> <li>• Contracts</li> <li>• Information relating to Work-In-Progress</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Benefit Provident</li> <li>• Fund Company</li> <li>• Policies Staff</li> <li>• Records</li> <li>• B-BBEE Rating reports</li> <li>• Skill Levy Reports</li> <li>• Training and Development Reports</li> <li>• Industrial Relations Records</li> <li>• Employment contracts</li> <li>• Employment Equity Plan and Reports</li> <li>• Disciplinary Records</li> <li>• Salary Records</li> <li>• SETA Records</li> <li>• Disciplinary Code</li> <li>• Leave Records</li> <li>• Training Manuals</li> <li>• Employee Identity Numbers</li> <li>• Employee Addresses</li> <li>• Employee Names</li> <li>• Staff Administration (employee records and information)</li> <li>• Staff includes potential and existing staff</li> <li>• General Correspondence</li> <li>• Information Relating to Health and Safety Regulations</li> <li>• Performance Appraisals</li> <li>• Personnel Guidelines, Policies and Procedures</li> <li>• Remuneration Records and Policies</li> <li>• Skills Requirements</li> <li>• Staff Recruitment Policies</li> <li>• Attendance Registers</li> </ul>
<b>Operational</b>	<ul style="list-style-type: none"> <li>• Databases</li> <li>• Computer Software</li> <li>• Correspondence</li> </ul>

<b>Client and Third-Party Data</b>	<ul style="list-style-type: none"><li>• Copies of compliance certification</li><li>• Building lay-out and floor plans</li><li>• Emergency Planning and Operational data</li><li>• Environmental plans</li><li>• Physical Security plans and contracts</li><li>• Waste Management Plans</li><li>• Copies of Insurance and Public Liability insurances</li><li>• Client company/trading details-vat numbers, company registration details etc.</li><li>• Client and 3<sup>rd</sup> party professional qualifications and professional body registration details</li><li>• Supplier contracts and supplier contact details</li><li>• Customer contracts and customer details</li><li>• Details regarding the rendering of services according to instructions given by clients</li><li>• Compliance with tax laws of third parties</li><li>• Marketing Records</li><li>• Production Records</li><li>• Sales Records</li><li>• Suppliers Registry</li><li>• Insurance Information</li><li>• Internal Audit Records</li><li>• IT Policies and Procedures</li><li>• Network Diagrams</li><li>• User Manuals</li></ul>
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## **PART 7: REQUEST PROCEDURE IN TERMS OF THE ACT**

A request for access to information held by the Peermont Group in terms of section 51 (e) of the Act must be made in terms of Form C contained in Regulation 187 of 15 February 2002, published in terms of the Act, and attached hereto as Annexure "B".

The request must be made by the Requester to the Head of the Peermont Group at the contact details referred to in Part 2.

In his/her request, the Requester must at least provide:

- (a) sufficient particulars to enable the Information Officer to identify:
  - (i) the record or records requested; and
  - (ii) The requester;
- (b) an indication of the form of access required;
- (c) particulars of the postal address or telefax number or email address of the Requester in the Republic of South Africa;
- (d) details of the right the Requester is seeking to exercise or protect and an explanation of why the requested record is required for the exercise or protection of that right;
- (e) if, in addition to a written reply, the Requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be so informed; and
- (f) if the request is made on behalf of a person, to submit proof of the capacity in which the Requester is making the request, to the reasonable satisfaction of the Head/ Information Officer

## **PART 8: FEES PAYABLE**

The Head/ Information Officer of the Peermont Group must, by notice, require the Requester, other than a Personal Requester, to pay the prescribed request fee (if any), before processing the request.

Details of the fees payable in terms of the Act are attached hereto as Annexure "C".

## **PART 9: OTHER INFORMATION AS PRESCRIBED**

The Minister has not prescribed any further information that must be contained in this Manual.

## ANNEXURE "A"

### PEERMONT GROUP OF COMPANIES

No.	Company Name	Registration number
1.	Peermont Holdings (Pty) Ltd	2006/024982/07
2.	Peermont Global Holdings I (Pty) Ltd	2006/023109/07
3.	Peermont Global Holdings II Ltd	2006/006232/07
4.	Peermont Global Holdings III (RF) (Pty) Ltd	2013/013178/07
5.	Peermont Global Holdings IV (Pty) Ltd	2013/013176/07
6.	Peermont Global (Pty) Ltd	2006/006340/07
7.	Peermont Global (North West) (Pty) Ltd	2006/028470/07
8.	Peermont Global (KZN) (Pty) Ltd	2006/029290/07
9.	Peermont Global (Limpopo) (Pty) Ltd	2006/034446/07
10.	Peermont Global Management (KZN) (Pty) Ltd	2006/000558/07
11.	Peermont Global Management (NW&L) (Pty) Ltd	2006/029265/07
12.	Peermont Global (Southern Highveld) (Pty) Ltd	1995/004452/07
13.	Peermont Global (Eastern Free State) (Pty) Ltd	1999/011534/07
14.	Peermont Global (Tubatse) (Pty) Ltd	2006/019823/07
15.	Peermont Global Investments Limited	1995/004449/06
16.	Tusk Resorts (Pty) Ltd	1997/010949/07
17.	Emanzini Leisure Resorts (Pty) Ltd	1997/013761/07
18.	Vengatrim (Pty) Ltd	2010/022312/07