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 of 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 telefax number 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".

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;
- "Guide" means 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 a 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 Group Chief Legal Services

Executive to act as the Head of the Peermont Group for the purpose of the compilation

of the Manual and to address all requests for access to information from the Peermont

Group made in terms of the Act.

The Group Chief Legal Services Executive is Mr David Lambertus Petzer.

His contact details are as follows:

Physical Address:

Peermont Place

152 Bryanston Drive

Bryanston

2021

Postal Address:

PO Box 98670

Sloane Park

2152

Telephone: 011 557 0557

Facsimile:

E-mail: Legal@peermont.com

Website: 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

<u>Telephone</u>: 011 484 8300 <u>Facsimile</u>: 011 484 0582

E-mail: PAIA@sahrc.org.za

Website: 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, 61 of 1973;
- Income Tax Act, 58 of 1962;
- Value-Added Tax Act, 89 of 1991;
- Unemployment Insurance Act, 30 of 1966;
- 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;
- Western Cape Gambling and Racing Act, 4 of 1996;
- Liquor Act 59 of 2003;
- Broad-based Black Economic Empowerment Act, 53 of 2003;
- National Gambling Act, 7 of 2004.

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 Requester, 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		
Legal	AgreementsTrademarks		
Company Secretarial	Share registersMinute books of Directors' and management meetings		
Finance	 Financial Statements Management Accounts Budgets Asset Registers Banking records Purchasing Records Audit Reports 		
Human Resources	 Benefits Provident Fund Company Policies Staff Records Employment Equity Reports B-BBEE Rating reports Skill Levy Reports Training and Development Reports Industrial Relations Records 		
Operational	DatabasesComputer SoftwareCorrespondence		

PART 7: REQUEST PROCEDURE IN TERMS OF THE ACT

A request for access to information held by the Peermont Group in terms of section 50 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 Group Chief Legal Executive of the Peermont Group 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 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 Group Chief Legal Services Executive.

PART 8: FEES PAYABLE

The Group Chief Legal Services Executive 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.

PEERMONT GROUP OF COMPANIES

	Company Name	Registration number
1	Maxshell 114 Investments (Pty) Ltd	2006/024982/07
2	Peermont Global Holdings I (Pty) Ltd	2006/023109/07
3	Peermont Global Holdings II (Pty) Ltd	2006/006232/07
4	Peermont Global (Pty) Ltd	2006/006340/07
5	Peermont Global (North West) (Pty) Ltd	2006/028470/07
6	Peermont Global (KZN) (Pty) Ltd	2006/029290/07
7	Peermont Global (Limpopo) (Pty) Ltd	2006/034446/07
8	Peermont Global Management (KZN) (Pty) Ltd	2006/000558/07
9	Peermont Global Management (NW&L) (Pty) Ltd	2006/029265/07
10	Peermont Global (Southern Highveld) (Pty) Ltd	1995/004452/07
11	Peermont Global (Eastern Free State) (Pty) Ltd	1999/011534/07
12	PGEFS Holdings (Pty) Ltd	2004/013887/07
13	Peermont Global (Tubatse) (Pty) Ltd	2006/019823/07
14	Peermont Global Investments Limited	1995/004449/06
15	Peermont Global Tusk Holdings (Pty) Ltd	2005/038280/07
16	Tusk Casino & Hotel Management (Pty) Ltd	1997/015014/07
17	Tusk Resorts Holdings (Pty) Ltd	1997/010813/07
18	Tusk Resorts Holdings 'B" (Pty) Ltd	1997/021548/07
19	Tusk Resorts (Pty) Ltd	1997/010949/07
20	Tusk Venda Casino Limited	1983/080014/06
21	Emanzini Leisure Resorts (Pty) Ltd	1997/013761/07
22	Peermont Marang Investment Holdings (Pty) Ltd	2004/006820/07
23	Peermont Global East Rand Holdings (Pty) Ltd	1997/015805/07
24	Vengatrim (Pty) Ltd	2010/022312/07