

MANUAL OF

GRAND PARADE INVESTMENT LIMITED

("the Private Body")

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No 2 of 2000 ("the Act").

1 INTRODUCTION

- 1.1 The Private Body conducts the business of an investment holding company with interests in the leisure, hotel, and gaming sectors.
- 1.2 This manual applies to information held by:
 - 1.2.1 Business Venture No 575 (Pty) Ltd
 - 1.2.2 Utish Investments (Pty) Ltd
 - 1.2.3 Wild Rush Trading 97 (Pty) Ltd
- 1.3 In terms of section 51(2) of the Act, this Manual will be updated as and when the need arises.

2 SECTION 51 (1) (a) : CONTACT DETAILS

- 2.1 Name of Private Body : GRAND PARADE INVESTMENT LIMITED
- 2.2 Registration No : 1997/003548/06
- 2.3 Contact Person / Information Officer : Hayley Fortune
- 2.4 Postal address : 15th Floor, Triangle House 22 Riebeeck Street Cape Town 8001
- 2.5 Registered address : 15th Floor, Triangle House 22 Riebeeck Street Cape Town 8001
- 2.6 Physical Address : 15th Floor, Triangle House, 22 Riebeeck Street, Cape Town, 8001

2.7 Telephone Number : +27 (21) 418 5552

2.8 Fax Number : +27 (21) 419 8219

2.9 Email address : info@grandparade.co.za

2.10 Website : www.grandparade.co.za

3 SECTION 51 (1) (b) : SAHRC GUIDE

The South African Human Rights Commission ("SAHRC") guide to the Act is available from the SAHRC. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700 Houghton 2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za

4 SECTION 51 (1) (c): SECTION 52 (2) NOTICES

At this stage no notice(s) has/have been published.

5 SECTION 51 (1) (d) : LEGISLATION APPLICABLE

Information is furnished in terms of legislation other than the Promotion of Access to Information Act, as and when requested in terms of the relevant legislation below :

5.1 Arbitration Act No. 42 of 1965

5.2 Basic Conditions of Employment No. 75 of 1997

5.3 Broad-Based Black Economic Empowerment Act No. 53 of 2003

5.4 Businesses Act No. 71 of 1991

5.5 Business Names Act No. 27 of 1960

- 5.6 Companies Act No. 61 of 1973
- 5.7 Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- 5.8 Competition Act No. 89 of 1998
- 5.9 Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
- 5.10 Copyright Act No. 98 of 1978
- 5.11 Credit Agreements Act No. 75 of 1980
- 5.12 Debtor Collectors Act No. 114 of 1998
- 5.13 Designs Act No. 195 of 1993
- 5.14 Eastern Cape Gambling and Betting Act 5 of 1997
- 5.15 Electronic Communications Act No. 36 of 2005
- 5.16 Electronic Communications and Transactions Act No. 25 of 2002
- 5.17 Employment Equity Act No. 55 of 1998
- 5.18 Finance Act No. 35 of 2000
- 5.19 Financial Relations Act No. 65 of 1976
- 5.20 Free State Gambling and Racing Act 6 of 1996
- 5.21 Gauteng Gambling Act 4 of 1995
- 5.22 Harmful Business Practices Act No. 23 of 1999
- 5.23 Income Tax Act No. 95 of 1967
- 5.24 Insolvency Act No. 24 of 1936
- 5.25 Insurance Act No 27 of 1943
- 5.26 Intellectual Property Laws Amendments Act No. 38 of 1997

- 5.27 KwaZulu-Natal Gambling Act 10 of 1996
- 5.28 Labour Relations Act No. 66 of 1995
- 5.29 Long Term Insurance Act No. 52 of 1998
- 5.30 Medical Schemes Act No. 131 of 1998
- 5.31 Mpumalanga Gaming Act 5 of 1995
- 5.32 National Credit Act No 34 of 2005
- 5.33 National Gambling Act No. 7 of 2004
- 5.34 Northern Province Casino and Gaming Act 4 of 1996
- 5.35 Northern Cape Gambling and Racing Act 5 of 1996
- 5.36 North West Gambling Act 2 of 2001
- 5.37 Occupational Health & Safety Act No. 85 of 1993
- 5.38 Pension Funds Act No. 24 of 1956
- 5.39 Post Office Act No. 44 of 1958
- 5.40 Promotion of Access to Information Act No. 2 of 2000
- 5.41 Promotion of Administrative Justice Act No. 3 of 2000
- 5.42 Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000
- 5.43 Protection of Businesses Act No. 99 of 1978
- 5.44 Regional Services Councils Act No. 109 of 1985
- 5.45 SA Reserve Bank Act No. 90 of 1989
- 5.46 Securities Services Act No. 36 of 2004
- 5.47 Short Term Insurance Act No. 53 of 1998

- 5.48 Skills Development Act No. 97 of 1998
- 5.49 Skills Development Levies Act No. 9 of 1999
- 5.50 Stamp Duties Act No. 77 of 1968
- 5.51 Stock Exchange Control Act No. 1 of 1985
- 5.52 Tax on Retirement Funds Act No. 38 of 1996
- 5.53 Trade Marks Act No. 194 of 1993
- 5.54 Unemployment Insurance Act No. 63 of 2001
- 5.55 Unemployment Insurance Contributions Act No. 4 of 2002
- 5.56 Usury Act No. 73 of 1968
- 5.57 Value Added Tax Act No. 89 of 1991
- 5.58 Western Cape Gambling and Racing Law 4 of 1996

6 SECTION 51 (1) (e) : CATEGORIES OF INFORMATION

- 6.1 The following records are public records which will be disclosed subject to receipt of the request form and where applicable, the fee payable in respect thereof :
 - 6.1.1 Annual financial statements including:
 - 6.1.1.1 Annual accounts;
 - 6.1.1.2 Directors' Report;
 - 6.1.1.3 Auditor's Report;
 - 6.1.2 Interim reports
 - 6.1.3 Information contained on the Grand Parade website
 - 6.1.4 Other literature intended for public viewing

6.2 The Private Body has the following categories of records, which may be disclosed, subject to receipt of the request form and where applicable, the fee payable in respect thereof and further subject to approval by the Information Officer and/or the Head of the Private Body acting in terms of the provisions of the Act :

6.2.1 Statutory Company Information

6.2.1.1 Certificate of Incorporation

6.2.1.2 Certificate to Commence Business

6.2.1.3 Certificates of Change of Name

6.2.1.4 Copies of forms lodged with the Registrar of Companies

6.2.1.5 Directors' attendance register

6.2.1.6 Memorandum and Articles of Association

6.2.1.7 Minute books

6.2.1.8 Records of all subsidiary companies

6.2.1.9 Register of directors and officers

6.2.1.10 Register of directors' shareholdings

6.2.1.11 Register of members

6.2.2 Financial and Accounting Records

6.2.2.1 Accounting records (inclusive of books of account)

6.2.2.2 Administrative records

6.2.2.3 Internal and external audit reports

6.2.2.4 Supporting schedules and documentation to books of account

6.2.3 Tax Records

6.2.3.1 Customs and Excise records

6.2.3.2 Income tax returns and other documentation

6.2.3.3 PAYE records

6.2.3.4 Regional Services Council records

6.2.3.5 Skills Development Levies records

6.2.3.6 Stamp Duties records

6.2.3.7 Value Added Tax records

6.2.4 Legal Records

6.2.4.1 Documentation pertaining to litigation or arbitration

6.2.4.2 General agreements

6.2.4.3 Licences, permits and authorisations

6.2.5 Insurance Records

6.2.5.1 Claims records

6.2.5.2 Details of insurance coverage, limits and insurers

6.2.5.3 Insurance policies

6.2.6 Employee Records

6.2.6.1 Agreements with trade unions

6.2.6.2 Arbitration awards

6.2.6.3 Casual employee records

6.2.6.4 CCMA records

- 6.2.6.5 Code of conduct
- 6.2.6.6 Company tax submissions in respect of employees
- 6.2.6.7 Confidentiality agreements
- 6.2.6.8 Disciplinary records
- 6.2.6.9 Employee personal details
- 6.2.6.10 Employment conditions and policies
- 6.2.6.11 Employment contracts
- 6.2.6.12 Employment equity plan
- 6.2.6.13 Records of strikes, lockouts or protest action
- 6.2.6.14 Remuneration and benefits records
- 6.2.6.15 Restraint of trade agreements
- 6.2.6.16 Retirement fund records
- 6.2.6.17 Share option schemes registers
- 6.2.6.18 Share option schemes rules
- 6.2.6.19 Training schedules and material
- 6.2.7 Share Registration Documents
 - 6.2.7.1 Dividend payment list
 - 6.2.7.2 Share register
- 6.2.8 Marketing
 - 6.2.8.1 Marketing and advertising records
 - 6.2.8.2 Brochures and other promotional records

6.2.9 Supplier Records

6.2.9.1 Terms and conditions for dealing with suppliers

6.2.9.2 Transactional records and supporting information

6.2.10 Information Technology

6.2.10.1 Business and data information

6.2.10.2 Domain name registrations

6.2.11 Fixed Property and Fixed Assets

6.2.11.1 Financial lease agreements

6.2.11.2 Fixed asset registers

6.2.11.3 Property lease agreements

6.2.12 Intellectual Property

6.2.12.1 Trademarks, trade names and protected names

6.2.12.2 Agreements pertaining to intellectual property.

7 REQUEST PROCEDURE

7.1 A summary of the request procedure and the access fee payable is set out hereunder. Full details of the fee structure applicable to obtaining copies or extracts of any records of the Private Body as well as the prescribed forms for requesting same in terms of the Act may be obtained on the website of the:

7.1.1 Private Body as set forth in paragraph 2.10;

7.1.2 South African Human Rights Commission at www.sahrc.org.za; or

7.1.3 Department of Justice and Constitutional Development at www.doj.gov.za.

7.2 Form of request:

- 7.2.1 The requester must use the prescribed form to make the request for access to a record. This must be made to the information officer or contact person of the Private Body. This request must be made to the address, fax number or electronic mail address of the Private Body.
- 7.2.2 The requester must provide sufficient detail on the request form to enable the information officer or contact person to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- 7.2.3 The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 7.2.4 If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the information officer or contact person of the Private Body.

7.3 Fees :

- 7.3.1 A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:
 - 7.3.1.1 the information officer or contact person of the Private Body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
 - 7.3.1.2 the fee that the requester must pay to the Private Body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.

7.3.1.3 after the information officer or contact person of the Private Body has made a decision on the request, the requester must be notified in the required form.

7.3.2 If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

8 Section 51(1)(f): FURTHER PRESCRIBED INFORMATION

As at the date hereof, no regulations in this regard have been issued.

9 Section 52 (1) (F) : AVAILABILITY

This manual is available for inspection :

- 9.1 at the physical address referred to in paragraph 2.6 above;
- 9.2 on the website of the Private Body referred to in paragraph 2.10 above;
- 9.3 at the South African Human Rights Commission – please see contact details at paragraph 3 above.