

Promotion of Access to Information manual
-for-



prepared in accordance with the terms of Section 51 of the Promotion of Access to
Information Act 2 of 2000

Section 51 (1)(a) - Contact Information

Name of Business	HOSPITALITY PROPERTY FUND LIMITED
Information Officer	Rosa van Onselen, Company Secretary
Physical Address	The Zone Phase 2 Loft Offices East, 2nd Floor Cnr Oxford Road and Tyrwhitt Avenue, Rosebank Gauteng, 2196
Postal Address	P O Box 522195 Saxonwold Gauteng 2132
Telephone	(011) 994 6300
Fax	(011) 994 6301
Email	info@hpf.co.za
Website	http://www.hpf.co.za

Section 51 (1)(b) - Section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission by no later than August 2004. Please direct enquiries to:

The South African Human Rights Commission
PAIA Unit
Research and Documentation Department

Postal Address Private Bag X2700
Houghton
2041

Telephone +27 11 484 8300

Fax +27 11 484 7146

Email PAIA@sahrc.org.za

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

Section 51 (1)(d) - Records available in terms of other legislation

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
4. Employment Equity Act No. 55 of 1998
5. Income Tax Act No. 95 of 1967
6. Labour Relations Act No. 66 of 1995
7. Occupational Health & Safety Act No. 85 of 1993
8. Skills Development Levies Act No. 9 of 1999
9. Skills Development Act No. 97 of 1998
10. Unemployment Insurance Act No. 63 of 2001
11. Value Added Tax Act No. 89 of 1991

Section 51 (1)(c) and (1)(e) - Access to records held by HOSPITALITY PROPERTY FUND LIMITED

- (i) Records which are available without a person having to request access - in terms of the Act Section 52 (2)
1. Hospitality Property Group comprises the companies set out in Annexure A to this manual and are also covered by this manual. Hospitality Property Fund Limited's website contains a vast amount of information which includes forecasts, financial results, integrated report and regulatory documentation and is accessible to anyone who has access to the Internet.
- (ii) Records which are available to a person who requests access
1. Administration: Lease agreements; maintenance contracts; software licenses; insurance policies
 2. Human Resources: employment contracts and records; remuneration records
 3. Financial: Annual Financial Statements; Annual Budget
 4. Operations: Minutes of meetings; Policies; Rules and procedures

(iii) Procedure for requesting records

1. The requester must use the prescribed form to make the request
2. The request must be addressed to the head of HOSPITALITY PROPERTY FUND LIMITED
3. The request must be made using the postal address or electronic mail address of HOSPITALITY PROPERTY FUND LIMITED
4. The requester must properly detail their request on the form so that the head of HOSPITALITY PROPERTY FUND LIMITED can properly identify the record and the requester
5. The requester must indicate the form of access that is required
6. The requester must also indicate if any other manner is to be used to inform the requester stating the particulars of such manner
7. The requester must identify the right that is to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right
8. Where a request is made on behalf of a third party, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of HOSPITALITY PROPERTY FUND LIMITED

Fees

A requester who seeks access to records containing personal information on that requester is not required to pay a fee. All other requests must pay the required request fees.

1. The head of HOSPITALITY PROPERTY FUND LIMITED will notify the requester of the requirement to pay the prescribed fee (if any) before further processing the request
2. The fee that must be paid to HOSPITALITY PROPERTY FUND LIMITED is ZAR50. The requester may lodge an application to the court against the payment of the required fee
3. After the head of HOSPITALITY PROPERTY FUND LIMITED has made a decision on the request, the requester must be notified in the required form
4. If the request is granted then a further access fee may be payable for the search, retrieval, reproduction and preparation of the record that has been requested as well as any time in excess of the prescribed hours to do so

Photocopies, printed pages The fee for a copy of the manual is ZAR1.10 for every A4-size page or part thereof.
The fee for every photocopy of an A4-size page or part thereof is ZAR1.10.
The fee for every printed copy of an A4-size page or part thereof for any record held on computer, electronically or in machine-readable format is R0.75

Electronically stored and machine readable formats The fee for a copy of any electronic record shall be ZAR70 per compact disc required to provide that data.

Visual images and records The fee for the transcription of visual images is ZAR40 per A4-size page or part thereof.
The fee for the reproduction of any visual images is ZAR60.

Audio records	The fee for the transcription of audio records is ZAR60 per A4-size page or part thereof. The fee for the reproduction of any audio record is ZAR30.
Retrieval of record	The rate per hour or part thereof to search for and prepare the record which is request for disclosure is ZAR30.
Postage	Postage costs for the distribution of the requested record will only be payable when said record must be posted to the requester.

Section 51 (1)(f) - Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

Section 51 (3) - Availability of the manual

This manual is available for inspection at HOSPITALITY PROPERTY FUND LIMITED free of charge. Copies are made available with the South African Human Rights Commission, in the Gazette and for download from HOSPITALITY PROPERTY FUND LIMITED website.