



## **STARS IN TRANSITION CC**

**A Close Corporation (CK 2008/111902/23) incorporated under the laws of the Republic of South Africa, having its registered office at 15 Broadway Avenue, Fernglen, Port Elizabeth represented herein by Marina Susan Doms in her capacity as Managing Member**

### **SECTION 51 MANUAL PROMOTION OF ACCESS TO INFORMATION ACT**

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## **A. INTRODUCTION**

### **1. Business Description**

Family Travel & Leisure Specialist, catering for both national and international quality holidays with a focus on family-friendly facilities and services. We tailor-make packages for our families ensuring personal service and that family requirements are met, making for memorable and fun-filled safe holidays!

### **2. Contact details**

Managing Member:	Marina Susan Doms
Registered Street address:	15 Broadway Avenue Fernglen, 6045 Port Elizabeth
Postal Address:	As above
Telephone Number:	082 6111 806
Fax Number:	086 518 4069
Email Address:	<a href="mailto:marina@starsintransition.com">marina@starsintransition.com</a>
Website:	<a href="http://www.starsintransition.com">www.starsintransition.com</a>

## **B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

### **1. The section 10 Guide on how to use the Act**

The Guide, according to the South African Human Rights Commission (SAHRC), is available for inspection at the offices of 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  
Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## **2. Access to the records held by Stars in Transition CC**

### **i. Information readily available:**

Not applicable

### **ii. Records that may be requested:**

- Statutory Close Corporation Information
- Accounting Records
- Statutory Employee Records
- Movable Property
- Intellectual Property
- Agreements & Contracts
- Taxation
- Insurance
- Information Technology
- Sales & Marketing
- 

### **iii. The request procedures**

#### **Form of request:**

- The requester must use the prescribed form to make the request for access to a record. This must be made to the managing member of Stars in Transition CC. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the managing member of Stars in Transition CC to identify the record and the requester. 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.
- 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 managing member of Stars in Transition CC

#### **Fees:**

- A requester who seeks access to a record containing personal information about the requester is not required to pay the request fee.
- Every other requester, who is not a personal requester, must pay the required request fee.

- The managing member of Stars in Transition CC 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.
- The fee that the requester must pay to Stars in Transition CC is R50.00. The requester must lodge an application to the court against the tender or payment of the required fee.
- After the managing member of Stars in Transition CC has made a decision on the request, the requester must be notified in the required form.
- 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.

### **3. Records available in terms of any other legislation**

- Arbitration Act 42 of 1965
- Basic Conditions of Employment Act 75 of 1997
- Businesses Act 71 of 1991
- Closed Corporation Act 69 of 1984
- Close Corporations amendment Act 25 of 2005
- Companies Act No 71 of 2008
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Copyright Act 61 of 1978
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Financial Intelligence Centre Act 38 of 2001
- Harmful Business Practices Act No. 23 of 1999
- Income Tax Act 58 of 1962
- Insolvency Act 24 of 1936
- Intellectual Property Laws Amendments Act 38 of 1997
- Labour Relations Act 66 of 1995
- Prevention of Organised Crime Act 121 of 1998
- Protection of Businesses Act 99 of 1978
- Promotion of Access to Information Act, 2000
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- The National Credit Act 34 of 2005
- The National Small Businesses Act of 1996
- Tourism Act, 1993

#### **4. Information automatically available**

- Newsletters
- Pamphlets / Brochures
- Website

#### **5. Other information as may be prescribed**

The minister of justice and constitutional development has not made any regulations in this regard.

#### **6. Availability of the Manual**

The manual is also available for inspection during office hours at the offices of Stars in Transition free of charge. Copies are available from the SAHRC.

I hereby confirm that the above-disclosed information is correct and complete.

Name : Marina Susan Doms

Position Held : Managing Member

Date : 23<sup>rd</sup> December 2011