



Vacation Rentals INTERNATIONAL

VACATION RENTALS INTERNATIONAL (PTY) LTD

Company Registration number 2005/009353/07

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NR. 2 OF 2000

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from **Vacation Rentals International** as contemplated in terms of the Act. The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public. Any requestor is advised to contact the Marketing Director should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information/documents from Vacation Rentals International.

- The following words will bear the following meaning in this manual: - “the Act” shall mean the Promotion of Access to Information Act, Nr. 2 of 2000, together with all relevant regulations published; “the / this manual” shall mean this manual together with all annexures thereto as available at the offices of VRI South Africa from time to time; “VRI” shall mean Vacation Rentals International (Proprietary) Limited, Registration Number. 2005/009353/07, trading as Get2goGo, a private company duly incorporated in accordance with the laws of South Africa which renders holiday accommodation rentals, lifestyle and related services and provides holiday accommodation rentals, lifestyle and related services ; “SAHRC” shall mean the South African Human Rights Commission. “Information Officer” the Marketing Director has been appointed as the Information Officer of VRI, to which requests for information in terms of the Act should be addressed.

2. CONTACT DETAILS (Section 51(1) (a) of the Act)

Name of body: Vacation Rentals International

Appointed Information Officer: The Marketing Director

Address: Second Floor, The Core, Leeuwkop Road, Sunninghill, 2157, Johannesburg

Postal address: P.O. Box 783940 Sandton, 2146

Telephone: 0861 438 246

E-mail: vri@vriza.com

Website address: www.get2gogo.co.za or www.get2gogo.com

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1) (b) of the Act)

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the South African Human Rights Commission are as follows:

PAIA Unit, The Research and Documentation Department, Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582/1360

Website: www.sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1) (c) of the Act)

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

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1) (d) of the Act)

VRI keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):- Pension Funds Act, Nr. 24 of 1956 Income Tax Act, Nr. 58 of 1962 (Section 75) Companies Act, Nr. 61 of 1973 Copyright Act, Nr. 98 of 1978 Value Added Tax Act, Nr. 89 of 1991 (Section 65) Occupational Health and Safety Act, Nr. 85 of 1993 Compensation for Occupational Injuries and Diseases Act, Nr. 130 of 1993 (Section 97) Labour Relations Act, Nr. 66 of 1995 Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31) Employment Equity Act, Nr. 55 of 1998 (Section 26) Skills Development Act, Nr. 97 of 1998 Medical Schemes Act, Nr. 131 of 1998 Skills Development Levies Act, Nr. 9 of 1999 Unemployment Insurance Act, Nr. 63 of 2001 The above records, in so far as it being of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

6. DOCUMENTS / INFORMATION HELD BY VRI SOUTH AFRICA IN TERMS OF THE ACT (Section 51(1) (e) of the Act)

The information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of VRI
- Commercial contracts
- Customer data base (personal information, commercial and financial information)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- Human Resources (personal information of past, present and prospective employees and officer/directors)
- List of trademarks and pending applications
- Insurance policies

The VRI website address is www.get2gogo.co.za/ com and it is accessible to anyone with access to the internet. It contains a profile on Vacation Rentals International, its contact particulars, services rendered, products as well as information of general interest. It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by VRI is automatically available without a person having to request access in terms of and subject to the provisions of the Act. A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.