PROMOTION TO ACCCESS OF INFORMATION ACT,
ACT 2 OF 2000 (“The Act”)

MANUAL IN TERMS OF SECTION 51 OF THE ACT FOR

FORWARD MARCH (PTY) LTD

2023/873252/07

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1. Introduction

FORWARD MARCH (PTY) LTD (Further stated as "the company") was formedon the 2025/04/30 .The core business is Retail

PARTICULARS IN TERMS OF SECTION 51 OF THE ACT
The reference, in this Manual, to any information in addition to that specifically requiredin terms of Section 51 of the Act does not create any right or entitlement (contractual orotherwise) to receive such information, other than in terms of the Act.

2. Contact Details [Section 51(1)(a)]

Name of Private Body:	FORWARD MARCH (PTY) LTD
Designated Information Officer:	ELIZABETH VAN NIEKERK WAIT
Email address of Information Officer:	accounts@seagulltours.co.za
Postal address:	38 DOGWOOD AVENUE, WAVECREST, JEFFREYS BAY, 6330
Street address:	38 DOGWOOD AVENUE, WAVECREST, JEFFREYS BAY, 6330
Phone number:	0845105159

3. The guide as described in section 10 of the Act *[Section 51(1)(b)]*

The guide is available from the Information Regulator (https://www.inforegulator.org.za) and contains information on how to exercise rights under PAIA and POPIA.

This guide on how to exercise your rights in terms of the Act is in the process of preparation by the SAHRC and is expected to be available in August 2003. *When available, it can be obtained from the SAHRC. Please direct any queries to:*

The South African Human Rights Commission:
PAIA Unit: Research and Documentation Department Postal address: Private Bag X2700, Houghton, 2041

Telephone:	*+27 11 877 3803*
Fax:	*+27 11 403 0625*
Website:	*www.sahrc.org.za*
E-mail:	*section51.paia@sahrc.org.za*

4. Records available in terms of other legislation *[Section 51(1)(d)]* -

Information is available in terms of the following legislation to the persons orentities specified in such legislation:

Basic Conditions of Employment Act 75 of 1997
Companies Act 71 of 2008 as amended

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Close Corporations Act 69 of 1984
Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
Consumer Protection Act 68 of 2008
Employment Equity Act 55 of 1998
Financial Advisory and Intermediary Services Act 37 of 2002
Income Tax Act 95 of 1967
Insolvency Act 24 of 1936 Occupational Health & Safety Act 85 of 1993
Labour Relations Act 66 of 1995
Pension Funds Act of 1956
Skills Development Act 97 of 1998
Unemployment Insurance Act 30 of 1966
Trust Property Control Act 57 of 1988
Value Added Tax Act 89 of 1991

5. **Schedule of records** ***[Section 51(1)(e)]***

5.1 Subjects and categories of records held by *"the company"*

We maintain records on the following categories and subject matters. However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act. In particular, there may be applicable grounds of refusal of such a request, as set out in the Act.
Please note further that many of the records held by us are those of third parties, such as clients and employees, and we take the protection of third party confidential information very seriously. Many of the records held are confidential and others are the property of the client and not of "the company". Requests for access to these records will be considered very carefully. Please ensure that requests for such records are carefully motivated.

5.1.1: Internal records

The following are records pertaining to "the company's" own affairs:

- Financial records
- Operational records
- Intellectual property
- Marketing records;
- Service records;
- Statutory records – for Companies
- Internal policies and procedures – where applicable
- Minutes of meetings – where applicable
- Records held by officials of "the company"

5.1.2: Personnel records:

For the purposes of this section, "personnel" means any person who works for or provides services to or on behalf of "the company" and receives or is entitledto receive any remuneration and any other person who assists in carrying out or

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conducting the business of "the company". This includes, without limitation, partners / directors, all permanent, temporary and part-time staff as well as consultants and contract workers.

Personnel records include the following:

- Any personal records provided to us by our personnel;
- Any records a third party has provided to us about any of their personnel;
- Conditions of employment and other personnel-related contractual andquasi-legal records;
- Employment policies and procedures;
- Internal evaluation and disciplinary records; and
- Other internal records and correspondence.

5.1.3: Client-related records:

Client-related information includes the following:

- Contracts with the client and between the client and other persons;
- Any records a client has provided to "the company" or a third party acting for or on behalf of "the company" (including financial, legal, tax, operational, employee and similar records);
- Any records a third party has provided to "the company", which concerns a client; and
- Records generated by or within "the company" pertaining to the client, including transactional records.

5.1.4 : Other Parties:

- Records may be kept in respect of other parties, from time to time.

6. Form of request [Section 51(1)(e)]

6.1 How to request a record

Requests for access to records held by *"the company"* must be made on the request forms that are available from the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development website (www.doj.gov.za) (under "regulations"). For the convenience of requestors,copies of these forms are included in the version of this Manual.

Requests for access to records must be made to our Information Officer at the address, fax number or electronic mail address provided.

The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester.

The requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

It is vital that the requester identifies the right that he or she is seeking to exercise or protect and provides an explanation of why the requested record is required for

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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 our Information Officer.

If a requestor does not use the standard form (Annexure 1), the request may be rejected for lack of procedural compliance, refused (if sufficient information is not provided or otherwise) or delayed.

Please note that requestors are also required to pay the prescribed fees. The listof prescribed fees in respect of requests, and in respect of access to records (if the request is granted) is attached as Annexure 2

The head of the private body must notify the requester (other than a personal requester) of the prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to Court against thetender or payment of the request fee.

The head of the private body will then make a decision on the request and notify the requester in the required form.

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

Kindly note that all requests to “the company” will be evaluated and considered in accordance with the Act. Publication of this Manual and describing the categories and subject matter of information held by BRH Ballantyne Investment (Pty) Ltd does not give rise to any rights to access such information or records, except in terms of the Act.

7. Other information as may be prescribed *[Section 51(1)(f)]*

In terms of the amended POPIA Regulations (2025), the Information Officer is responsible for continuously enhancing the
organisation’s POPIA compliance framework, including handling data subject rights and responding to complaints.

No such information has been prescribed.

8. Availability of the manual. *[Section 51(3)]*

This PAIA Manual must be read together with the organisation’s POPIA Manual, which outlines procedures for handling personal information, including objections, data subject rights, and marketing consent.

This manual is available from the South African Human Rights Commission (see details above), and from “the company” (see details above).

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