



COME HOME TO AFRICA

CAPESTUDIES

MADE IN CAPE TOWN, 1995

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2000 FOR CAPE STUDIES LANGUAGE SCHOOL

COMPANY DETAILS

REGISTRATION NUMBER:	2021/531491/07
ACCREDITATION WITH QCTO TRAINING PROVIDER:	SDP 1228/17/005
BLACK ECONOMIC EMPOWERMENT COMPANY:	B-BBEE Level 2
BUSINESS OPEN ON:	01.09.1995
LEGAL NAME:	CAPE STUDIES Pty Ltd
DIRECTOR:	Jens von Wichtingen
ADDRESS:	17 Varney's Road
CITY:	Cape Town
	South Africa

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MOBILE:	+27(0)79 – 889 5283
E-MAIL 1:	learn@capestudies.com

WEBSITE:	www.capestudies.com
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OWNERS:	Jens von Wichtingen	jens@capestudies.com
	Nicholas von Wichtingen	nicholas@capestudies.com
DIRECTOR OF STUDIES:	Ms Phaphama Tsolekile	academic@capestudies.com
COORDINATION:	Ms Helena van der Merwe	helena@capestudies.com
CLIENT CARE:	Mr Brian Zinara	brian@capestudies.com

BANK DETAILS:

BANK NAME: Standard Bank South Africa
BRANCH NAME: Hermanus
BANK ADDRESS: Whale Coast
SWIFT CODE: SBZAJJXXX
IBAN CODE: no Iban in SA
BRANCH CODE: 051 001
ACCOUNT NUMBER: 08225 725 6 **ACCOUNT NAME:** Cape Studies

OTHER INFORMATION:

We are one of the oldest language schools in South Africa. We opened our doors in 1995 making us a founding member of the language travel industry in South Africa. Our consistency in high quality training sets the standard for all other schools in Cape Town. The school is situated in Green Point, has a swimming pool and all classrooms open onto the garden. Our clients come mainly from Europe, however, South America, Asia and Africa are growing markets. We provide our clients with a package that consists of English tuition, an excursion program and a variety of accommodation options.

Cape Studies is registered under the South African Further Education Act. Our courses are approved by the regulations for '*Bildungsurlaub*' in Germany.

We speak your language



SECTION 10 GUIDE ON HOW TO USE THE ACT

- The section 10 Guide on how to use the Act will be available from the South African Human Rights Commission no later than August 2003. Enquiries can be directed to:

The South African Human Rights Commission: PAIA Unit

- Private Bag 2700
- Houghton 2041
- Tel: +27-11-484-8300
- Fax: +27-11-484-0582
- Web: www.sahrc.org.za
- eMail: paia@sahrc.org.za

RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

Records are held in accordance with statutory provisions that include those in the following Acts (note: this list is not exhaustive):

- Basic Conditions of Employment Act 75 of 1997



- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Skills Development Act 97 of 1998
- Short-term Insurance Act 53 of 1998
- Unemployment Insurance Act 30 of 1966

ACCESS TO RECORDS

Notice published in terms of section 52(2): None.

Cape Studies Language School holds no information that is freely available without request for access in terms of the Act, otherwise than information published on its website.

Categories of information held in company records: Financial records

- Statutory company information
- Personnel information
- Records relating to fixed and movable property Commercial contracts
- Insurance contracts Claims documentation
- Audited/un-audited financial statements Company web page

Requestors are to complete the prescribed form as contained in the Regulations to the Act. (Regulation 10, Act No 2 of 2000) and send it to a contact person listed above. Payment of the prescribed fee is required before the request is processed where applicable. Upon granting the request, an access fee as prescribed must be paid. The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request whether the request is granted. Refusal of the request may be made upon grounds stipulated in Act 2 of 2000.

AVAILABILITY OF MANUAL

This manual will be published in the Government Gazette and is available at the Human Rights Commission. The manual is available on the company's website and is also available for inspection at the offices of Cape Studies Language School free of charge. Copies of the manual may be obtained from the contact person subject to payment of the prescribed fee.