

Cala Capital Africa (Pty) Ltd

(Registration number: 2018/103941/07)

Manual in terms of section 51 of the

Promotion of Access to Information Act, 2 of 2000

Section 51 Manual of Cala Capital Africa (Pty) Ltd (Registration number: 2018/103941/07)

1. Contact particulars

Head of business:	M. J. Taylor	Information officer:	M. J. Taylor
Postal address:	205 Azure Balize Private Estate 12 Fauna Road, Sibaya 4219	Physical address:	205 Azure Balize Private Estate 12 Fauna Road Sibaya 4219
Telephone number:	0825515511	Fax number:	n/a
E-mail address:	mark.taylor@calacapital.africa		

2. Introduction

Cala Capital Africa (Pty) Ltd conducts business as a consulting company.

3. Guide in terms of section 10 of The Act

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, tel (011) 887-3600.

4. Facilitation of a request for access to information

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from Cala Capital Africa (Pty) Ltd.

5. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

- 5.1 Companies Act 61 of 1973
- 5.2 Companies Act 71 of 2008
- 5.3 Financial Intelligence Centre Act 38 of 2001
- 5.4 Income Tax Act 58 of 1962
- 5.5 Promotion of Access to Information Act 2 of 2000

6. Information available in terms of The Act

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

6.1 Accounting records

- 6.1.1 Annual financial statements and working papers
- 6.1.2 Bank statements, cheque books, cheques
- 6.1.3 Tax returns and assessments
- 6.1.4 Auditor's reports
- 6.1.5 Record of loans to related parties
- 6.1.6 Record of revenue
- 6.1.7 Record of expenses

6.2 Statutory Company Records

- 6.2.1 Annual Statutory Returns

- 6.2.2 Certificate of Incorporation
- 6.2.3 Memorandum and Articles of Association

6.3 Tax

- 6.3.1 Income tax returns
- 6.3.2 Provisional tax returns
- 6.3.3 Tax assessments


7. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Cala Capital Africa (Pty) Ltd, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

8. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Cala Capital Africa (Pty) Ltd and from the South African Human Rights Commission.

9. Signature

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.	
Name of Information Officer:	M. J. Taylor
Signature:	
Date:	6 December 2024