

SECTION 51 MANUAL OF SA City Pass (Pty) Ltd trading as Walk Cape Town

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, 2 of 2000 (as amended)

1. Company Information

Company Name: SA City Pass (Pty) Ltd trading as Walk Cape Town

Registration Number: 2016/076927/07

Registered Address: 36 Auckland Street, Paarden Eiland, Cape Town, 7405

Postal Address: 36 Auckland Street, Paarden Eiland, Cape Town, 7405

Telephone: +27(21)5116000

Email: info@walkcapetown.com

Website: www.walkcapetown.com

2. Information Officer

Claus Tworeck (Director)

Contact Details: info@walkcapetown.com

Telephone: +27(21)5116000

3. Introduction

This manual is prepared to assist individuals wishing to access information held by SA City Pass (Pty) Ltd trading as Walk Cape Town in accordance with PAIA and to comply with the requirements of the Act.

4. The Act

A guide to the Act is available from the South African Human Rights Commission (SAHRC).

5. Records available in terms of other legislation

Records held in accordance with:

- Companies Act, No. 71 of 2008
- Income Tax Act, No. 58 of 1962
- Value Added Tax Act, No. 89 of 1991
- Protection of Personal Information Act, No. 4 of 2013 (POPIA)

6. Categories of Records Held

- Company records
- Financial records
- Tax records
- Customer bookings
- Marketing data

7. Request Procedure

Requests must be made in writing on Form C, submitted to the Information Officer. Fees may apply.

8. Fees

Fees payable for access requests are prescribed in the PAIA Fee Schedule and are available on request.

9. Grounds for Refusal

Records may be refused under applicable provisions of the Act.

10. Remedies

Complaints may be lodged with the Information Regulator at:

Email: complaints.IR@justice.gov.za

Website: www.justice.gov.za/inforeg/

11. Availability of the Manual

Published on the website www.walkcapetown.com and available at registered office.

12. Approval

Approved by: Claus Tworeck (Director)

Date: 1 May 2025