

THE KINGDOM RESORT
(Timeshare and Fractional Ownership)

Comprising the following

THE KINGDOM VACATION CLUB 01 SHARE BLOCK (PTY) LTD
(2013/2002285/07)

THE KINGDOM VACATION CLUB 02 SHARE BLOCK (PTY) LTD
(2014/079929/07)

THE KINGDOM PRIVATE RESIDENCE SHARE BLOCK (PTY) LTD
(TBA)

THE KINGDOM VACATION CLUB EXPRESS MANAGEMENT ASSOCIATION
(Reg 7 Act 75 of 1983)

and

TCT LEISURE (PTY) LIMITED
(1982/003430/07)

(“The Kingdom Resort”)

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT, ACT NO 2 OF 2000**

(“The Act”)

1 INTRODUCTION

This manual has been prepared to assist persons requesting information and provides procedures to be followed to gain access to information and documentation as provided for in the Act.

The Kingdom Resort carries on business as a timeshare and fractional holiday resort.

2 CONTACT DETAILS

Name of body : TCT Leisure (Pty) Limited (the Developer)
Designated person : Cindy-Jane Allan
Postal Address : Private Bag 703, Port Shepstone, KZN
Street Address : 3 Daly Street, Port Shepstone, KZN
Telephone : (039) 688 5222
Telefax : (039) 688 5211
Email : madelein@beekmangroup.com
Website : www.thekingdomresort.co.za

3 GUIDE IN TERMS OF SECTION 10 OF THE ACT

In terms Section 10 of the Act, the South African Human Rights Commission shall prepare a guide containing such information as is required in terms of the Act. This guide will be available before the end of August 2003.

The South African Human Rights Commission may be contacted at :

Postal Address : Private Bag 2700, Houghton, 2700
Telephone : (011) 484 8300
Telefax : (011) 484 0582
Website : www.sahrc.org.za

4 INFORMATION AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

The Kingdom Resort keeps information required by the following legislation. This list is not necessarily exhaustive.

- Companies Act, Act No 61 of 1973/No 71 of 2008
- Income Tax Act, Act No 58 of 1962
- Value-Added Tax Act, No 89 of 1991

- Property Time-Sharing Control Act, No 75 of 1983
- Sectional Titles Act, No 95 of 1986
- Share Blocks Control Act, No 59 of 1980
- Trust Property Control Act, No 57 1988
- Trade Marks Act, No 194 of 1993
- National Credit Act, No 34 of 2005
- Consumer Protection Act, No 68 of 2008
- Protection of Personal Information Act, No 4 of 2013

5 INFORMATION HELD BY THE KINGDOM RESORT IN TERMS OF THE ACT

The Kingdom Resort holds the following categories of information and documentation:

- Promotional materials
- Staff records
- Resort and accommodation details and information
- Member and shareholder details and information
- Member transaction records
- Financial records
- Scheme documents and calendars
- Scheme and commercial contracts

Information and documents relating to the above may be accessed in terms of the Act. Information and documentation is classified in Table 1 and may or may not be disclosed accordingly.

Table 1

| Classification | Description of document / information | Disclosure |
|-----------------------|--|----------------------|
| 1 | Public access document (eg statutory documents) | May be disclosed |
| 2 | Subject to copyright (eg brands and logos) | May be disclosed |
| 3 | Member access document (eg contract conditions and rules) | Limited disclosure |
| 4 | Personal information of person requesting (eg accounts or staff information) | Limited disclosure |
| 5 | <i>Sub judice</i> , pending court proceedings | May not be disclosed |

| | | |
|----|---|----------------------|
| 6 | Unreasonable disclosure of personal information of individual or group (eg salary information) | May not be disclosed |
| 7 | Likely to harm the commercial interests of a third person (eg systems and procedures) | May not be disclosed |
| 8 | Likely to harm the holder or third parties in negotiations (eg offered prices) | May not be disclosed |
| 9 | Would amount to a breach of confidence in contract with a third person | May not be disclosed |
| 10 | Likely to compromise the safety of individuals or protection of property | May not be disclosed |
| 11 | Legally privileged documents | May not be disclosed |
| 12 | Commercial information of holder (eg costing structure, and referrals) | May not be disclosed |
| 13 | Likely to prejudice research and development information of holder or third party (eg marketing research results) | May not be disclosed |

6 PROCEDURE TO ACCESS INFORMATION

A person requesting access to information should do so by:

- 6.1 submitting the prescribed form to the designated person;
- 6.2 providing sufficient details of the information requested to enable The Kingdom Resort to identify:
 - the record requested;
 - the name and details of the person requesting;
 - the manner in which the information is to be made available.
- 6.3 paying the prescribed fee.

The prescribed forms and details of the prescribed fees are available from the South African Human Rights Commission on request.

7 OTHER INFORMATION PRESCRIBED BY THE ACT

The Minister has to date not prescribed access to any other information.

1 August 2014