

Information Manual in
terms of The Promotion
of Access to Information
Act 2 of 2000

July 2005



**ZERO
GRAVITY
DESIGN**

1. Name of Company: Raselle Investment cc
(Trading as: Zero Gravity Design)
2. Registration Number: 2003/037992/23
3. Postal Address: P.O. Box 345 Rondebosch 7701, Cape Town
4. Physical Address: Suite 101, First Floor, The Village Link
Cnr Main and Southfield Roads,
Plumstead 7800, CapeTown
5. Telephone Number: (021) 762 7801
6. Fax Number: (021) 762 7800
7. Email address: info@zerogravitydesign.co.za
Web address: www.zerogravitydesign.co.za
8. Head/CEO Mr. J. Keegans
9. Designated Information Officer: Mrs. JP Keegans
- Nature of Business: Website and Graphic Designers.

10. Records in Terms of Companies/Close Corporations Act kept:

- 10.1** Company Memorandum of Association*
- 10.3** Close Corporation certificate CC Form CK1
- 10.4** Shareholders schedule
- 10.5** Company minute book *

* these held by accountants: Progressive Trust & Management Co. (Pty) Ltd.P.O. Box 418, Plumstead 7801, Cape Town.

11. Request of Access to Records

Please contact the close corporation on its contact addresses with any request for access to a record of the body. Information to be made available in accordance with Section 10 of the Act (Section B – The Official Guide) and (Section C – Information available in terms of the Act). This equally applies to Section D – Information available in terms of other legislation and Section E – Information automatically available.

Requests for information to be made on a prescribed form and the schedule of fees for access to apply.

12. Description of subjects on which the company holds records

- 12.1** Statutory instruments (Refer to paragraph 10)
- 12.2** Correspondence files
- 12.3** Financial accounts and records
- 12.4** Drawings, specifications and contracts where relevant
- 12.5** Marketing literature and brochures