

MANUAL
in terms of
Section 51 of
The Promotion of Access to Information Act 2/2000
(the "ACT")

SECTION 51 MANUAL
PROMOTION OF ACCESS TO INFORMATION ACT

Registration Number of Company:

2006/013666/07

NAME OF COMPANY: Steenberg Property Sales (Pty) Ltd

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A. INTRODUCTION

Steenberg Property Sales (Pty) Ltd (the Company)

conducts as its main business - PROPERTY AND ESTATE AGENCY SERVICES

and provides the services relating to the listing, promotion, sale and letting of property across South Africa

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Director: Jacques Peter Marais

Postal Address: 11128 Steenberg Estate, Tokai Road, Tokai, 7945

Street Address: 11128 Steenberg Estate, Tokai Road, Tokai, 7945

Telephone Number: 021 713 2244

Fax Number: 021 7132241

Email: info@steenbergproperty.com

2. The section 10 Guide on how to use the Act

The Guide will, according to the South African Human Rights Commission (SAHRC), be available for inspection at the offices of the SAHRC. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation

- Arbitration Act 42 of 1965
- Basic Conditions of Employment Act 75 of 1997
- Close Corporations amendment Act 25 of 2005
- Companies Act No. 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Copyright Act 61 of 1978
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Estate Agency Affairs Act 112 of 1976
- Financial Intelligence Centre Act 38 of 2001
- Harmful Business Practices Act No. 23 of 1999
- Income Tax Act 58 of 1962
- Insolvency Act 24 of 1936
- Insurance Act 27 of 1943
- Intellectual Property Laws Amendments Act 38 of 1997
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Prevention of Organised Crime Act 121 of 1998
- Protection of Businesses Act 99 of 1978
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Stamp Duties Act 77 of 1968
- The National Credit Act 34 of 2005
- Trade Marks Act 194 of 1993
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

Access to the records held by Steenberg Property Sales (Pty) Ltd

- **Information readily available**
Information about properties which are currently for sale or to let through the estate agency and everything that appears on our website.
- **Records that may be requested:**
 - General Correspondence

- Fidelity Fund Certificate (current and past for firm, principal & agents)
- Financial incl : business account records; trust account records; trust account annual audit reports; tax records; receipts issued.
- Financial intelligence : client verification records; reports (if any) submitted to the FIC.
- Meetings : minutes of meetings
- Legal : records of legal matters
- Letting records: advertisements; records of properties rented out on behalf of clients
- Letting performance records
- Personnel : personnel files for current employees and agents; personnel files for ex-employees and agents who left during the past 5 years.
- Property : documents relating to the agencies premises.
- Property management records : records of properties managed on behalf of clients.
- Sales records : advertisements; valuations and mandates; records of sales concluded by the firm.
- Training: training material

The request procedures:

The Act entitles you to have access to our records, provided that you need access to exercise or protect any of your rights; and you apply for access according to the procedure set out in this manual; and we do not have grounds for refusing you access. We have the right to refuse you access if any of the following grounds apply:

- the record would unnecessarily disclose personal information about a third party or contains trade secrets or financial, commercial, scientific or technical information
- access would put us in breach of a duty of confidence which we owe to a third party;
- access could reasonably endanger somebody's life of physical safety ;
- the record is privileged from being produced as evidence in legal proceedings.

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body.

This request must be made to the address, fax number or electronic mail address of the body concerned.

- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

4. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

5. Availability of the manual

The manual is also available for inspection during office hours at the offices of name free of charge. Copies are available from the SAHRC.

SIGNED AT CAPE TOWN THIS 30 JUNE 2021

A handwritten signature in black ink, consisting of a stylized 'F' followed by a dot.
