

MANUAL COMPILED IN TERMS OF SECTION 51

OF

THE PROMOTION OF ACCESS TO INFORMATION ACT

2 OF 2000

CAPE WATERFRONT ESTATES CC

94/11478/23

DATE OF COMPILATION: 02 DECEMBER 2015

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1. Basic Introduction

Cape Waterfront Estates CC is a close corporation incorporated in terms of the Close Corporations Act 69 of 1984. Its primary business operation is that of an Estate Agency.

2. Our contact details

Authorised officials:

Member: M Mackenzie

CE Potsman

Chief Executive Officer

M. Mackenzie

Contact: 083 252 2755

Email: Margie@capewaterfrontestates.co.za

Office Manager

J De Kock

Postal Address: 43 Victoria Avenue

Hout Bay

Cape Town

Street Address: 43 Victoria Avenue

Hout Bay

Cape Town

Telephone Number: 021 790 7644

Fax Number: 021 790 7646

3. The Act

3.1 The Act grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	+27-11-877 3600
Fax Number:	+27-11-403 0625
Website:	www.sahrc.org.za

4. Applicable Legislation.

The Following legislation is applicable to the Private body:

- Basic Conditions of Employment Act 75 of 1997
- Close Corporations Act 69 of 1984
- Electronic Communications and Transactions Act 2 of 2000
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information Act 2 of 2000
- Skills Development Levy Act 9 of 1999
- Unemployment Insurance Fund Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Estate Agency Affairs Act 112 of 1976

5. Schedule of Records

The following documents are automatically available to the public for viewing in the website of the private body at www.capewaterfrontestates.co.za

- Deeds of Sale in relation to transactions concluded

Records	Subject	Availability
Companies Act Records	<ul style="list-style-type: none"> • Documents of Incorporation • Memorandum of Incorporation • Record relating to the appointment of officers • Share register 	Available on request in terms of the Act
Financial Records	<ul style="list-style-type: none"> • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records, Bank Statements, Paid Cheques and Electronic Banking Records • Asset register • Agreements • Invoices 	Available on request in terms of the Act
Income Tax Records	<ul style="list-style-type: none"> • Pay as your earn records • Documents issued to employees for income tax purposes • Records of payments made to SARS on behalf of employees • All other statutory compliances: VAT • Regional Services Levies • Skill Development Levies • UIF • Workman's Compensation 	Available on request in term of the Act

Personnel Documents	<ul style="list-style-type: none"> • Employment contractors • Salary records • Leave Records • Training records 	Available on request in terms of the Act
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6. Form of request

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, available on the website of the south african human rights commission at www.sahrc.org.za

6.2 Address your request to the Head of the Company (CEO).

6.3 Provide sufficient details to enable the Company to identify:

- (a) The record(s) requested;
- (b) The requester (and if an agent is lodging the request, power of attorney);
- (c) The form of access required;
- (d) (i) The postal address or fax number of the requester in

the Republic

(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;

(e) The right which the requester is seeking to **exercise or protect with an explanation of the reason the record** is required to exercise or protect the right.

7. Prescribed fees.

The following applies to requests (other than personal requests):

7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;

7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);

7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

7.4 Records may be withheld until the fees have been paid.

7.5 The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za.

DATED AT _____ ON THIS THE _____ OF _____ 2015

CHIEF EXECUTIVE OFFICER