

DELVINA SPALTMAN

t/a

CAPE PROPERTY CENTRE

Cape Property Centre
Tel : 021 9872488
Fax: 0866539931
E-Mail: info@capepropertycentre.co.za

97 Edward Street, Kraaifontein

Promotion of Access to Information Act

Section 51 Manual

Dated: 1 November 2011

DELVINA SPALTMAN T/A CAPE PROPERTY CENTRE

Manual prepared in accordance with section 51 of the Promotion of Access to Information Act, No. 2 of 2000 ("the PAIA")

1. Details of CAPE PROPERTY CENTRE.

- | | |
|---|---|
| 1.1 Name of the Company: | Delvina Spaltman t/a Cape Property Centre |
| 1.2 Name and Position of head of Company: | Delvina Spaltman
Sole Proprietor |
| 1.3 Postal Address: | 97 Edward street, Kraaifontein
7560 |
| 1.4 Street Address: | 97 Edward Street, Kraaifontein
7560 |
| 1.5 Contact person: | Delvina Spaltman
Sole Proprietor |
| 1.6 Telephone number: | (021) 9872488 |
| 1.7 Telefax number: | 08 665 399 31 |

1.8 E- mail address: info@capepropertycentre.co.za

1.9 Website address: www.capepropertycentre.co.za

2. Guide referred to in Section 10: Section 51(1)(b).

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA.

The Guide is available at the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

Postal Address: Private Bag X2700

Houghton 2041

Telephone: (011) 484 8300

Telefax: (011) 484 0582

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za

3. Access to the records held by the Private Body in question.

- i) Categories of records of Cape Property Centre which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c):

The following e-mail signature:

Delvina Spaltman
Tel: 021-9872488
Fax: 0866539931
Cell: 0844044731
Cape Property Centre

ii) Other records [Section 51(1)(e)]

- Operational information

This information relates to the day-to-day running of the organization and is generally of little or no use to persons outside the Firm and includes information such as:

- Client records
- Profile of the Sole Proprietor
- Financial Records (including accounting records and Auditors Reports)
- Employee records

iii) Procedure to be followed in making a request.

Form of request: (to download a copy of the required form, please refer to the SAHRC's website: www.sahrc.org.za)

For details regarding the fee structure in accessing this information please refer to the SAHRC website: www.sahrc.org.za

4. A description of the records of the business which are available in accordance with any other legislation:-

- Companies Act 61/73
- Employment Equity Act 55/98
- Basic Conditions of Employment Act 75/97
- Compensation for Occupational Injuries and Diseases Act 130/93
- Labour Relations Act 68/95
- Income Tax Act 58/62
- Occupational Health and Safety Act 85/93
- Value Added Tax Act 89/91
- Unemployment Insurance Contribution Fund Act 4/00
- Unemployment Insurance Fund Act 63/01
- Financial Intelligence Centre Act 31/01

5. Requests for information.

If you wish to request information please use the prescribed form which can be found at the following website: www.sahrc.org.za.

Once you have completed the request form, kindly transmit it to us via post, fax or e-mail.

A copy of this manual is available for inspection at the Reception desk of Cape Property Centre, and copies can be made at the prescribed fee of R1.10 per page. Copies are also available from the Government Printers and our website (as above).

Request for records must be submitted in the prescribed form and accompanied by the prescribed fee (see Government Gazette No: 23119 under Notice No: R187 of 15 February 2001).