

Registration Number: 2011/039124/23

WESTERN CAPE PROPERTY CENTRE

Estate Agency

Western Cape Property Centre
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E-Mail: info@capepropertycentre.co.za

95 Edward Street, Kraaifontein, 7570

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

DATE OF COMPILATION: 01/11/2011
DATE OF REVISION: 02/07/2021

WESTERN 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 WESTERN CAPE PROPERTY CENTRE.

- | | |
|---|--|
| 1.1 Name of the Company: | WESTERN CAPE PROPERTY CENTRE |
| 1.2 Name and Position of head of Company: | Delvina Spaltman Member |
| 1.3 Postal Address: | 97 Edward street, Kraaifontein 7560 |
| 1.4 Street Address: | 95 Edward Street, Kraaifontein 7560 |
| 1.5 Contact person: | Delvina Spaltman |
| 1.6 Telephone number: | (021) 9872488 |
| 1.7 Telefax number: | N/A |
| 1.8 E-mail address: | info@capepropertycentre.co.za |
| 1.9 Website address: | www.capepropertycentre.co.za |
| 1.10 Registration Number | 2011/039124/23 |

2. THE ACT (Section 51(1) (b))

- 2.1 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.

2.2 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.

2.3 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:

The South African Human Rights Commission:

PAIA Unit

Postal Address: Private Bag X2700

Houghton 2041

Telephone: (011) 877 3600

Telefax: (011) 403 0625

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 Western 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

Principal - MPRE (Master Practitioner in Real Estate) - PDE5

Western Cape Property Centre / Mortgage Max WC Bond Centre

Office : 021 - 987 2488

Cell : 084 404 4731

E-mail : delvina@capepropertycentre.co.za

Website : <http://www.capepropertycentre.co.za>

- 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 Member
- 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
- Financial Advisory and Intermediary Services Act No 37 of 2002
- Basic Conditions of Employment Act No 75 of 1997
- Close Corporations Act No 69 of 1984
- Electronic Communications and Transactions Act No 25 of 2002
- Promotion of Access of Information Act No 2 of 2000

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 Western 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).

6. Schedule of Records (Section 51 (1) (d))

| <u>Records</u> | <u>Subject</u> | <u>Availability</u> |
|-----------------------|--|---|
| Public Affairs | <ul style="list-style-type: none"> • Public Product Information • Public Corporate Records • Media Releases | Freely available on web site www.capepropertycentre.co.za |
| Financial | <ul style="list-style-type: none"> • Financial Statements • Financial and Tax Records (Company & Employees) • Asset Register • Management Accounts | CC - Request in terms of PAIA. |
| Marketing | <ul style="list-style-type: none"> • Market Information • Field Records • Performance Records • Product Sales Records • Marketing Strategies • Customer Database | Limited Information available on web site. (see above) Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA |