

# **HOUSE OF REALTORS PTY (LTD)**

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Registration Number 2012/141649/07

**HOUSE OF REALTORS**

**SECTION 51 MANUAL**

**in terms of**

**The Promotion of Access to Information Act**

**2/2000**

**(the "ACT")**

December 2015

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## **1. INTRODUCTION**

HOUSE OF REALTORS conducts business as a administration agency.

## **2. INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT**

Persons designated/duly authorised persons:

Directors: Amanda du Plessis

Directors: Petrus Christoffel Booyesen

Directors: Jacobus Wilhelm le Roux

Directors: Pieter Johannes van der Walt

Office Manager /CEO: Amanda du Plessis, Petrus Christoffel Booyesen, Jacobus Wilhelm le Roux, Pieter Johannes van der Walt

Postal Address: PO Box 1342, Durbanville, 7551

Street Address: Office 5B, First Floor, Heritage Square, c/o Gladstone & Vrede Street,  
Durbanville, 7550

Telephone Number: 021 976 7696

Fax Number: 021 976 7668

Email address: amanda@houseofrealtors.co.za

### **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:	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>

### **4. APPLICABLE LEGISLATION**

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 71 of 2008
- Unemployment Insurance Act 63 of 2011 : Sections 42 and 56;
- Value Added Tax Act 89 of 1991
- Income Tax Act 95 of 1967
- Skills Development Act 9 of 1999
- Copyright Act 98 of 1978
- Financial Advisory and Intermediary Service Act 37 of 2002

- Close Corporations Act 69 of 1984
- Electronic Communications and Transactions Act 25 of 2002
- Promotion of Access of Information Act 2 of 2000

## **5. SUBJECTS AND CATEGORIES OF RECORDS HELD:**

The subjects on which the private body holds records and the categories on each subject in terms of Section 51(1)(e) are as listed below. Documents needs to be requested in terms of PAIA. Please note that a requester is not automatically allowed access to these records and that access to them may be refused in accordance with Sections 62 to 69 of the Act:

### **1. COMPANIES ACT RECORDS**

- Documents of Incorporation
- Share Register
- Documents relating to the appointment of directors

### **2. FINANCIAL RECORDS**

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Invoices
- TAX Records
- UIF Records

### **3. PERSONNEL DOCUMENTS AND RECORDS**

- Employment contracts
- Salary Records
- Leave Records

## **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](http://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, proof of capacity);
  - (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](http://www.sahrc.org.za).

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SIGNATURE