

Sari and Marlene Real Estate cc

**ACCESS TO INFORMATION MANUAL  
(PRIVATE BODY)**

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT 2 OF 2000**

## **1. Purpose of the manual in terms of PAIA**

The purpose of this manual is to assist people wishing to access information in terms of the PAIA from Sari and Marlene Real Estate cc.

## **2. Request for access to information**

In the event that a person or entity requires access to information as contemplated in the Act, the requester must contact **MARLENE PIETERSE**.

In terms of Sect 2(2) states that:

(2) if the request for access is granted, the notice in terms of subsection (1) (b) must state-

(a) The access fee

(b) The form in which access will be given; and

(c) That the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

(3) If the request for access is refused, the notice in terms of subsection (1)

(b) must-

(a) state adequate reasons for the refusal, including the provision of this Act relied upon;

(b) exclude from such reasons, any reference to the content of the record; and

(c) state that the requester may lodge an internal appeal or an application with a court, as the case may be, against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

### **3. Terms used in this document**

Terms defined in this act shall have the meaning setout therein;

Reference to sections shall be references to sections in the Act.

### **4. Background**

#### **REAL ESTATE**

### **5. Organistation details**

**A. NAME**

Sari and Marlene Real Estate cc - 1998/002055/23

**B. Physical address**

8 GREENWOOD WAY, PINEHURST  
DURBANVILLE 7550

**C. POSTAL ADDRESS**

PO BOX 1862  
DURBANVILLE  
7551

**D. CONTACT DETAILS**

TEL 082 885 7187 FAX 021 - 975 0991 e-mail: [gfields@worldonline.co.za](mailto:gfields@worldonline.co.za)

**E. WEBSITE ADDRESS OF YOUR ORGANISATION**

[www.sarimarlenerealestate.co.za](http://www.sarimarlenerealestate.co.za)

**6. Details of the information officer.**  
**MARLENE PIETERSE**

**7. Section 51 (1) (c)**

In terms of section 52, a private body may, on a voluntary and periodic basis, submit to the Minister a description of categories of records which are automatically available without a person having to request access in terms of this Act. This includes records which are available:

- for inspection
- for purchasing or copying from the private body; and
- from the private body, free of charge.

**8. Section 51 (1) (d)**

Applicable acts:

Basic Conditions of Employment Act 75 of 1997

Closed Corporations Act 69 of 1984

Closed Corporations Act 25 of 2005

Compensation for Occupational Injuries and Diseases Act 130 of 1993

Consumer Protection Act 68 of 2008

Income Tax Act 58 of 1962

Skills Development Levies Act 9 of 1999

Unemployment Insurance Act 63 of 2001

Unemployment Insurance Contributions Act 4 of 2002

Value Added Tax Act 89 of 1991

## **9. Section 51 (1) (e)**

The following records are held by the organization:

Accounting records

Information technology

Personnel records

Sales and Marketing

Statutory Company records

Client Databases

Internal Phone lists

Minutes of Meetings

Administrative information

## **10. Requesting Procedure**

10.1. A person who wants access to the records must complete the necessary request form, as set out in Annexure 1, and the completed form must be sent to the address or fax number provided in this manual, and marked for the attention of the information officer.

The requester must indicate which form of access is required, and identify the right that is sought to be exercised or protected, and provide an explanation of which the requested record is required for the exercise or protection of that right. Proof of the capacity in which the requester is requesting the information.

### **10.2. Availability of the Manual**

10.2.1 This manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at our offices. Copies of the manual may be made available subject to the prescribed fees.

10.2.2 Copies may also be requested from the South African Human Rights Commission at the address indicated below.

### **10.3 Fees**

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

10.3.1 A fee will be required by the head before further processing of the request in terms of S54 of the Act

10.3.2 A requester fee of R 50 should be paid; this amount will be refunded should the request for access be refused

10.3.3 A portion of the access fee (not more than one third) may be required before the request is considered

10.3.4 The requester may lodge an application with a court against the payment of the request fee in terms of S54(3)(b) of the Act

10.3.5 The head may withhold a record until the requester has paid the applicable fees

#### 10.4 Details of the South African Human Rights Commission

Any queries with regard to this manual should be directed to:

The South African Human Rights Commission; PAIA Unit

Research and Documentation Department

Private Bag 2700

Houghton

2041

Phone: 011 484 8300

Fax: 011 484 0582

Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

Signed by: M. Pieterse

For: Sari and Marlene Real Estate cc

Name: Marlene Pieterse

Date: 6 December 2011