

Introduction to Summerton Real Estate CC (registration number 1992/018830/23)

Main Business

Estate agents, rental collection and auctioneers.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1 Contact details

Managing Member

Mr V Clarke

Postal Address

PO Box 5585

Walmer

Port Elizabeth

6065

Office Street Address

127 Prospect Road

Walmer

Port Elizabeth

6070

Telephone

041-581 4363

Email

vaughn@harcourtssummerton.co.za

Section 10 Guide on how to use the Act

The Human Rights Commission (HRC) is obliged in terms of Section 10 of the Act, to provide a guide to any person who wishes to exercise any right contemplated in the Act.

This guide is available on the HRC website www.sahrc.org.za

Please direct any queries to:

The South African Human Rights Commission:**PAIA Unit****The research and Documentation Department**

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3 Records available in terms of any other legislation

Income Tax Act No 95 of 1967

Companies Act No 71 of 2008

Value Added Tax Act No 89 of 1991

Basic Conditions of Employment No. 75 of 1997

Skills Development Levies Act. No. 9 of 1999

Unemployment Insurance Contributions Act No. 4 of 2002

Unemployment Insurance Act No. 63 of 2001

Compensation for Occupation Injuries and Diseases Act No 130 of 1993

Consumer Protection Act 68 of 2008

Employment Equity Act 55 of 1998

Financial Intelligence Centre Act 38 of 2001

Labour Relations Act 66 of 1995

Occupational Health and Safety Act 85 of 1993

Skills Development Act 97 of 1998

4 Access to the records held by the private body in question

(i) The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)

- Not applicable

(ii) Records that are held at the street address of the private body.

- Accounting records
- Information Technology
- Personnel Records
- Sales and Marketing
- Client Databases
- Internal Phone Lists
- Policies
- Administrative Information

(iii) The request procedure

- The requester must use the prescribed form (available on www.sahrc.gov.za) to make the request for access to a record and addressed to the head of the private body. This request must be sent to the address, fax number or electronic email address of the body concerned [S 53 (1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record requested and the requester. [S 53(2)(a)]

The requester also needs to indicate which form of access is required.

[S 53(2)(b)].

The requester must specify a contact postal address or fax number within the republic. [S 53(2)(c)].

- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercising or protection of that right [S 53 (2) (d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [S 53 (2) (f)].

iv) Fees:

A requester who seeks access to a record containing personal information about such requester, is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [S 54 (l)].
- Any fee due by a requester, other than a personal requester, shall be payable in terms of Section 54 of the Act.

- After the head of the private body has made a decision on the request, the requester must be notified using the required form (available on www.sahrc.gov.za).
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [S 54 (6)].

5 Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6 Availability of the manual

A copy of the manual needs to be available for inspection at the premises of the Private Body and a copy will also be available at the offices SA Human Rights Commission.