

SECTION 51 MANUAL FOR

Knight Frank trading as ANNE PORTER PROPERTIES (PTY) LTD

A. CONTENTS

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details [Section 51(1)(a)]

- Name: Anne Porter Properties (Pty) Ltd
- Address: 1.5 Wolfe Street, Wynberg, Cape Town
- Telephone: 021 671 9120
- Fax: 021 683 3370
- Contact Person: Nick Gaertner
- Email: nick@res.za.knightfrank.com

2. The Section 10 Guide on how to use the Act [Section 51(1)(b)]

The Guide is available from the Information Regulator (South Africa), which now oversees PAIA and POPIA compliance.

- Information Regulator:
JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
Postal: P.O Box 31533, Braamfontein, Johannesburg, 2017
Tel: +27 (0)10 023 5200
Email: PAIAComplaints@inforegulator.org.za
Website: www.inforegulator.org.za

3. Records available in terms of other legislation [Section 51(1)(d)]

Updated to reflect current legislation applicable to estate agencies and private companies:

- Property Practitioners Act No. 22 of 2019 (replaces Estate Agency Affairs Act)
- Companies Act No. 71 of 2008
- Protection of Personal Information Act No. 4 of 2013 (POPIA)
- Basic Conditions of Employment Act No. 75 of 1997
- Employment Equity Act No. 55 of 1998
- Labour Relations Act No. 66 of 1995
- Skills Development Act No. 97 of 1998
- Income Tax Act No. 58 of 1962
- Value Added Tax Act No. 89 of 1991
- Unemployment Insurance Act No. 63 of 2001
- Occupational Health and Safety Act No. 85 of 1993
- Consumer Protection Act No. 68 of 2008
- Electronic Communications and Transactions Act No. 25 of 2002

4. Access to records held by the private body [Sections 51(1)(c) and 51(1)(e)]

i. Notice in terms of Section 52(2)

No notice has been published regarding categories of records automatically available.

ii. Records that may be requested

- Contracts: Available

- Domain name registrations: Available
- Company documentation: Available
- Company agreements: Available
- Client information: Not available
- Website information: Freely available

iii. Request procedures

As previously stated—unchanged.

5. Other information as may be prescribed [Section 51(1)(f)]

As of November 2025, no additional regulations have been prescribed under PAIA or POPIA for inclusion in this manual.

6. Availability of the manual [Section 51(3)]

Copies available at:

- www.kfproperties.co.za
- 1.5 Wolfe Street, Wynberg
- South African Human Rights Commission archives
- Government Gazette