

**MANUAL OF INFORMATION IN TERMS OF
SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT FOR :**

**Cenprop Real Estate
(Pty) Ltd**

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B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

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

Name of the private body:	Cenprop Real Estate (Pty) Ltd
Registration number:	1990/001441/07
Nature of business :	Property sales, leasing and management
Financial director:	Derek Brittain
Postal address:	PO Box 12126, Dorpspruit, 3206
Street address:	8 Montrose Park Boulevard, Victoria Country Club Office Park, 170 Peter Brown Drive, Pietermaritzburg, 3206
Phone:	033 347 1200
Fax:	033 347 1514
Email address:	derek@cenprop.co.za
Designated information officer:	Derek Brittain
Email address:	derek@cenprop.co.za
Website address:	www.cenprop.co.za

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

The Guide is available from the South African Human Rights Commission.
Please direct any queries to: .

Postal address: The South African Human Rights
Commission
PAIA Unit
Private Bag 2700
Houghton
2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

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

Legislation

1. Companies Act No 71 of 2008
2. Income Tax Act No. 95 of 1967
3. Value Added Tax Act No. 89 of 1991
4. Estate Agency Affairs Act, 1976

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

- 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) [Section 51(1)(c)]

- none

- ii. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed [*Section 51(1)(e)*]

Administration

Minutes of meetings

Human resources

Remuneration records

Operations

Management Agreements

Finances

Financial statements

- iii. The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail 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 and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [*s 53(2)(a) and (b) and (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 exercise 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)*].

Fees:

A requester who seeks access to a record containing personal information about that 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(1)*].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [*s 54(3)(b)*].

- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- 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 [Section 51(1)(f)]

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

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

The manual is also available for inspection at the offices of the company; and copies are available with the South African Human Rights Commission.