

MANUAL FOR PROMOTION OF ACCESS TO INFORMATION ACT 2000

4th AVENUE PROPERTIES

REG. NO: 2006/020991/23

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BRIEF DESCRIPTION OF THE BUSINESS

Sales and rentals of properties.

1. INFORMATION REQUIRED (Section 51(1)(a) of the Act)

Name of body:	4 th Avenue Properties
Information Officer:	Christa Vermaak
Address:	110 Royal Oak Street Irene Farm Village, Irene Pretoria 0001
Postal Address:	PO Box 1799 Wingate Park 0153
Telephone:	(012) 662-1343
Fax:	086 580 2650
E-mail:	salesandrentals@iburst.co.za
Website:	www.4thaveproperties.co.za

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

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

PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041

Telephone:	+27 11 484 8300
Fax:	+27 11 484 0582/1360
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. **RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION
(Section 51(1)(d) of the Act)**

4th Avenue Properties keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- Basic Conditions of Employment Act, No. 75 of 1997 (Section 31)
- Closed Corporations Act No. 69 of 1984
- Estate Agency Affairs Act, 112 of 1976
- Debt Collectors Act, 114 of 1998
- Compensation for Occupational Injuries and Diseases Act. No. 130 of 1993 (Section 97)
- Copyright Act, No. 98 of 1978
- Employment Equity Act, No. 55 of 1998 (Section 26)
- Income Tax Act, No. 58 of 1962 (Section 75)
- Labour Relations Act, No. 66 of 1995
- Occupational Health and Safety Act. No. 85 of 1993
- Regional Services Councils Act. No. 109 of 1985
- Skills Development Act, No .97 of 1998
- Skills Development Levies Act, No. 9 of 1999
- Stamp Duties Act No. 77 of 1968
- Stock Exchange Control Act No. 1 of 1985
- Unemployment Insurance Act, No. 63 of 2001
- Value Added Tax Act, No. 89 of 1991 (Section 65)

The above records, in so far as it being of a public nature, are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

4. **RECORDS HELD BY 4TH AVENUE PROPERTIES IN TERMS OF THE ACT
(Section 51 (1) (e) of the Act)**

4th Avenue Properties holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of 4th Avenue Properties
- Documents of Incorporation
- Statutory records
- Commercial contracts
- Client data base
- Standard Employment Contracts
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- Insurance policies

The 4th Avenue Properties website address is www.4thaveproperties.co.za. Access to the website is unrestricted to anyone with access to the internet. Access to the contents of specific products is limited to registered users. It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requestor subjected to the provisions of the Act. None of the information held by 4th Avenue Properties is automatically available without a person having to request access in terms of and subject to the provisions of the Act. A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

5. OTHER INFORMATION
(Section 51 (1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.

6. AVAILABILITY OF THE MANUAL
(Section 51 (3) of the Act)

Requests for access to records held by 4th Avenue Properties must be made on the request forms that are available from the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development website (www.doj.gov.za) (under “regulations”).

Requests for access to records must be made to our Information Officer at the address, fax number or electronic mail address provided.

The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

It is vital that the requester identifies the right that he or she is seeking to exercise or protect and provides an explanation of why the requested record is required for the exercise or protection of that right.

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 our Information Officer.

If a requestor does not use the standard form (Annexure 1), the request may be rejected for lack of procedural compliance, refused (if sufficient information is not provided, or otherwise) or delayed.

Please note that requestors are also required to pay the prescribed fees. The list of prescribed fees in respect of requests, and in respect of access to records (if the request is granted) is attached as Annexure 2.

The head of the private body must notify the requester (other than a personal requester) of the

prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to Court against the tender or payment of the request fee.

The head of the private body will then make a decision on the request and notify the requester in the required form.

If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

Kindly note that all requests to 4th Avenue Properties will be evaluated and considered in accordance with the Act. Publication of this Manual and describing the categories and subject matter of information held by 4th Avenue Properties does not give rise to any rights to access such information or records, except in terms of the Act.