

**MONTILEX (PTY) LTD T/A INDEPENDENT PROPERTY CONSULTANTS
GRAHAMSTOWN**

(Registration number: 2011/00014/07)

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000



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1. Introduction

MONTILEX (Pty) Ltd t/a Independent Property Consultants Grahamstown conducts business as Estate Agents.

2. Company contact details

Directors: Monika Beatrix Gaybba (Director) – Mobile phone 082 855 0015

Richard Patrick Gaybba (Director) – Mobile phone 072 621 2846

Information officer: Monika Beatrix Gaybba

Postal address: 25 Somerset Street, Grahamstown, 6139

Physical address: 25 Somerset Street, Grahamstown, 6139

Telephone number: 046 622 5546

Fax number: 046 622 5548

Email address: monika@gabba.co.za or richard@gaybba.co.za

Website: www.propertygrahamstown.co.za

3. Guide in terms of section 10 of the Act

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issues by the Human Rights Commission in all official languages, from the Human Rights Commission, tel (011) 887 3600.

3.1 The Act grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights, the Guide is available from the SAHRC.

The contact details of the Commission are:

Postal address: Private Bag 2700, Houghton, 2041

Telephone number: +27-11-877 3600

Fax number: +27-11-403 0625

Website: www.sahrc.org.za

4. Applicable Legislation

Companies Act 61 of 1973

Companies Act 71 of 2008

Basic Conditions of Employment Act 75 of 1997

Consumer Protection Act 68 of 2008

Deeds Registries Act 47 of 1937

Employment Equity Act 55 of 1998

Financial Intelligence Centre Act 38 of 2001

Labour Relations Act 66 of 1995

National Credit Act 34 of 2005

Prevention of Combating of Corrupt Activities Act 12 of 2004

Prevention of Organised Crime Act 121 of 1998

Protection of Constitutional Democracy Against Terrorist and Related Activities Act 33 of 2004

Protection of Information Act 84 of 1982

Promotion of Administrative Justice Act 3 of 2000

Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000

Protection of Businesses Act 99 of 1978

Sectional Titles Act of 95 of 1986

Sectional Titles Schemes Management Act 8 of 2011

Unemployment Insurance Act 63 of 2001

Estate Agents Affairs Act of 112 of 1976

Rental Housing Act of 50 of 1999

Skills Development Levies Act 9 of 1999

Transfer Duty Act 40 of 1949

Unemployment Contributions Act 4 of 2002

Value Added Tax Act 89 of 1991

5. Schedule of Records

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying:

Newsletters
Posters
Reports
Pamphlets / Brochures
Pricelists
Marketing and promotional material

Information available in terms of The Act

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requester is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

Accounting records
Credit Agreements
Information Technology
Intellectual Property
Personal records
Statutory Company records
Auditors
Distribution
Health and Safety
Insurance
Legal
Sales and Marketing

6. Form of Request

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, available on the website of the South African Human Rights Commission at www.sahrc.org.za

6.2 Address your request to the Head of the Company (CEO)

6.3 Provide sufficient details to enable the Company to identify:

- (a) The record(s) requested;
- (b) The requester (and if an agent is lodging the request, proof of capacity);
- (c) The form of access required;
- (d) (i) The postal address or fax number of the requester in the Republic
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. Prescribed Fees

The following applies to requests (other than personal requests):

7.1. A requester is required to pay the prescribed fees (R50.00) before a request will be processed;

7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);

7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

7.4 Records may be withheld until the fees have been paid;

7.5 The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za.

Signed at Grahamstown on the day of 2015.

MB Gaybba
Director and Public Officer