

VAN DER MERWE AND ROBERTSON EIENDOMME (PTY) LTD

(Registration number: 2008/015622/07)

*Manual in terms of section 51 of the
Promotion of Access to Information Act, 2 of 2000*

PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT).....3

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000

(THE ACT)

SECTION 51 MANUAL OF VAN DER MERWE AND ROBERTSON EIENDOMME (PTY) LTD
(REGISTRATION NUMBER: 2008/015622/07)

1. CONTACT PARTICULARS

Head of business:	Mr Pieter de Swardt	Information officer:	Me Enid Jansen
Postal address:	PO Box 1469 Durbanville 7551	Physical address:	34 Oxford Street Durbanville 7550
Telephone number:	021-976 4649	Fax number:	021-975 3465
E-mail address:	info@vrprop.co.za		
Website:	www.vrprop.co.za		

2. INTRODUCTION

Property Agency.

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 issued by the Human Rights Commission in all official languages, from the Human Rights Commission, contact number (011) 887-3600 or www.sahrc.co.za.

4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from Van der Merwe and Robertson Eiendomme (Pty) Ltd.

5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Information is available in terms of certain provisions of the following legislation:

- 5.1 ADMINISTRATION OF ESTATES ACT 66 OF 1965
- 5.2 ARBITRATION ACT 42 OF 1965

- 5.3 ATTORNEYS ACT 53 OF 1979
- 5.4 BANKS ACT 94 OF 1980
- 5.5 BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- 5.6 BBBEE ACT 53 OF 2003
- 5.7 COMPANIES ACT 61 OF 1973
- 5.8 COMPANIES ACT 71 OF 2008
- 5.9 COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASES ACT 130 OF 1993
- 5.10 COMPETITION ACT 89 OF 1998
- 5.11 CONSUMER PROTECTION ACT 68 OF 2008
- 5.12 COPYRIGHT ACT 98 OF 1978
- 5.13 DEEDS REGISTRIES ACT 47 OF 1937
- 5.14 ELECTRONIC COMMUNICATIONS AND TRANSACTIONS ACT 25 OF 2002
- 5.15 EMPLOYMENT EQUITY ACT 55 OF 1998
- 5.16 FINANCIAL ADVISORY AND INTERMEDIARY SERVICE ACT 37 OF 2002
- 5.17 FINANCIAL INTELLIGENCE CENTRE ACT 38 OF 2001
- 5.18 FINANCIAL RELATIONS ACT 65 OF 1976
- 5.19 FINANCIAL SERVICES BOARD ACT 97 OF 1990
- 5.20 INCOME TAX ACT 58 OF 1962
- 5.21 INSPECTION OF FINANCIAL INSTITUTIONS ACT 80 OF 1998
- 5.22 NATIONAL CREDIT ACT 34 OF 2005
- 5.23 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 5.24 PROTECTED DISCLOSURES ACT 26 OF 2000
- 5.25 PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
- 5.26 PROTECTION OF BUSINESSES ACT 99 OF 1978
- 5.27 RENTAL HOUSING ACT OF 50 OF 1999

- 5.28 SECTIONAL TITLES ACT 95 OF 1986
- 5.29 SECTIONAL TITLES SCHEMES MANAGEMENT ACT 8 OF 2011
- 5.30 SOUTH AFRICAN REVENUE SERVICES ACT 34 OF 1997
- 5.31 SKILLS DEVELOPMENT LEVIES ACT 9 OF 1999
- 5.32 SKILLS DEVELOPMENT ACT 97 OF 1998
- 5.33 TRANSFER DUTY ACT 40 OF 1949
- 5.34 UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2002
- 5.35 UNEMPLOYMENT INSURANCE ACT 63 OF 2001
- 5.36 VALUE ADDED TAX ACT 89 OF 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

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

- 6.1 NEWSLETTERS
- 6.2 PAMPHLETS / BROCHURES
- 6.3 MARKETING AND PROMOTIONAL MATERIAL
- 6.4 WWW.VRPROP.CO.ZA

7. 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 requestor 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.

- 7.1 ACCOUNTING RECORDS
 - Annual financial statements
 - General ledger
 - Subsidiary ledgers (receivables, payables, etc.)
 - Bank statements, cheque books, cheques
 - Customer and supplier statements and invoices
 - Deposit slips
 - Cash books and petty cash books
 - Tax returns and assessments
 - VAT returns
 - Investment records

- Auditor's reports
- Capital expenditure
- Credit agreement
- Record of assets
- Record of liabilities
- Record of loans to related parties
- Record of liabilities and obligation
- Record of property held
- Record of revenue
- Record of expenses

7.2 AUDITORS

- Correspondence

7.3 HEALTH AND SAFETY

- Register, record of earnings, time worked, payment and particulars of all employees

7.4 INTELLECTUAL PROPERTY

- Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, use agreements, joint venture agreements and joint development agreements.
- Copyrights
- Litigation and other disputes involving intellectual property
- Patents, patent applications and inventions
- Designs, trademarks, trade names and protected names

7.5 LEGAL, AGREEMENTS AND CONTRACTS

- Acquisition or disposal documentation
- Agreements with contractors, suppliers and clients
- Agreements with customers
- Agreements with governmental agencies
- Agreements with shareholders, officers or directors
- Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation
- Distributor, dealer or agency agreements
- Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements
- Material agreements relating to provision of services or materials
- Material licenses, permits and authorisations

- Contracts, including lease agreements and finance agreements
- Restraint agreements
- Sale agreements
- Settlement agreements
- Warranty agreements
- Electronic communications - Personal information and the purpose for which the data was collected
- Electronic communications - Record of any third party to whom the information was disclosed
- Electronic communications - All personal data which has become obsolete
- Consumer Protection Act - disclosure by intermediary: information provided to a consumer
- Consumer Protection Act - disclosure by intermediary: conflict of interest
- Consumer Protection Act - disclosure by intermediary: record of advice and basis on which it was given
- Consumer Protection Act - disclosure by intermediary: written instructions to consumer
- Consumer Protection Act - disclosure by promotional competitions: full details, rules, etc.
- Consumer Protection Act - disclosure by auctions: written agreement containing terms and conditions

7.6 PERSONNEL RECORDS

- Attendance register
- Disciplinary records
- Employee information records
- Employee remuneration
- Employment applications
- Employee date of birth
- Employment contracts
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Name and occupation of each employee
- Payroll
- Particulars of each employee
- Salary and wage registers
- Salary slips and wage records
- UIF, PAYE and SDL returns
- Workmen's Compensation documents

7.7 SALES AND MARKETING

- Brochures, newsletters and marketing material
- Customers
- Media releases
- Service and product information

7.8 STATUTORY COMPANY RECORDS

- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Memorandum and Articles of Association
- Memorandum of Incorporation and alterations / amendments
- Notice and minutes of shareholders' meetings
- Minutes of directors' meetings
- Register of company secretary and auditors
- Register of directors and officers
- Register of past directors
- General resolutions
- Shareholders' agreements
- Shareholders' register

7.9 TAX

- Income tax returns
- Provisional tax returns
- Tax assessments
- Documents relating to where the objection and appeal is lodged
- Records relating to taxable gain or assessed capital loss
- VAT documents
- Documentary proof substantiating the zero rating of supplies

8. GENERAL

Not applicable.

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of Van der Merwe and Robertson Eiendomme (Pty) Ltd, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

10. AVAILABILITY OF THE MANUAL

Copies of this manual are available for inspection, free of charge, at the offices of Van der Merwe and Robertson Eiendomme (Pty) Ltd from the South African Human Rights Commission.

11. SIGNATORY

According to Section 51 of the Promotion of Access to Information Act, 2 of 2000 -- This manual should be duly signed by the Information officer.

Me Enid Jansen

Information officer

01 December 2011

Date



Signature of Information officer