

## PAIA MANUAL FOR

### **SERAMARK (PTY) LTD TRADING AS RAWSON PROPERTIES FAERIE GLEN RENTALS**

**REGISTRATION NUMBER: 2014/021977/07**

Date of Compilation: 18 December 2015

Date last revised/updated: 18 December 2015

### **MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000**

#### **1. INTRODUCTION**

Seramark (Pty) Ltd conducts a business of Rental Agents for residential properties as the Rental Division of Rawson Properties Waterkloof.

#### **2. AGENCY CONTACT DETAILS**

Name of body: Seramark (Pty) Ltd trading as Rawson Properties Faerie Glen Rentals

Requests for access to information should be addressed to:

Thinus Dreeckmeier – Director

Postal address

None

Telephone : +27 12 991-0439 Facsimile : +27 12 .....

E-mail:[thinus.dreeckmeier@rawson.co.za](mailto:thinus.dreeckmeier@rawson.co.za)

#### **3. GUIDE IN TERMS OF SECTION 10 OF THE ACT**

- 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](http://www.sahrc.org.za)

#### **4. RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000.**

Documents are held in accordance with statutory provisions that include those in the following Acts. This list is not exhaustive.

- Estate Agency Affairs Act, Act no. 12 of 1976
- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Insolvency Act 24 of 1936
- Occupational Health and Safety Act 85 of 1993
- Unemployment Insurance Act 30 of 1966; Act 4 of 2002
- Value-Added Tax Act 89 of 1991
- Labour Relations Act 66 of 1995
- Close Corporation Act 69 of 1984
- Electronic Communications and Transactions Act 25 of 2002
- Promotion of Access of Information Act 2 of 2000
- Consumer Protection Act 68 of 2008

## **5. CATEGORIES OF RECORDS HELD BY SERAMARK (PTY) LTD TRADING AS RAWSON PROPERTIES FAERIE GLEN RENTALS**

Records held by the Firm include:

- Company Secretarial records. Requested in terms of PAIA.
- Financial records. Requested in terms of PAIA.
- Income tax records. Requested in terms of PAIA.
- Personnel documents and records. Requested in terms of PAIA.
- Client records
- Records relating to fixed and movable property
- Commercial contracts
- Insurance contracts

Records and information required for the exercise or protection of any rights will be made available subject to the provisions of the Promotion of Access to Information Act 2 of 2000. Access to records may be refused on grounds specified in the Act.

## **6. FORM OF REQUEST**

The requester must use the prescribed form to make the request for access to a record. Request forms can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za> . The request must be made to the contact person at the address, fax number or electronic mail address given in paragraph 2 of this Manual.

## **7. PRESCRIBED FEES**

7.1 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 must pay the required request fee of R50.00. The fee structure can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>

7.2 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed. The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).

## **8. AVAILABILITY OF THE MANUAL**

This manual is available for inspection at the offices of Seramark (Pty) Ltd trading as Rawson Properties Faerie Glen Rentals at no cost. Copies of the manual may be obtained, subject to the prescribed fees, from these offices. This manual is also available on Rawson's official website.

**Thinus Dreeckmeier**

**Director: Seramark (Pty) Ltd trading as Rawson Properties Faerie Glen Rentals**

**18 December 2015**