

ACCESS TO INFORMATION MANUAL (PAIA)

Date of Compilation: 15th December, 2015.

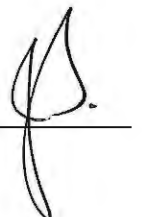
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As required by Section 51 of The Promotion of Access to Information Act No 2 of 2000
("PAIA")

CAMEB CC,

Registration No: 1993/006144/23

T/A RAWSON PROPERTIES, NORTH RIDING.
[" the private body"]



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1. Introduction to your company and the type of business:

CAMEB CC

Registration No: 1993/006144/23

T/A RAWSON PROPERTIES, NORTH RIDING.

2. Contact Details (Section 51 (1) (a))

Directors: Taryn Cilliers 082 7733 566

June Steven 082 8993 375

Postal Address: Shop 11, North Riding Square, Bellairs Drive, North Riding 2169.

Street Address: Shop 11, North Riding Square, Bellairs Drive, North Riding 2169.

Telephone Number: 011 704 3485

Email Address: northriding@rawsonproperties.com

3. The ACT and Section 10 Guide (Section 51 (1) (b))

- 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 |

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4. APPLICABLE LEGISLATION (Section 51 (1) (c)).

No	Ref	Act
2	No 55 of 1998	Employment Equity Act
3	No 95 of 1967	Income Tax Act
4	No 66 of 1995	Labour Relations Act
5	No 89 of 1991	Value Added Tax Act
6	No 75 of 1997	Basic Conditions of Employment Act
7	No 69 of 1984	Close Corporations Act
8	No 25 of 2002	Electronic Communications and Transactions Act
9	No 2 of 2000	Promotion of Access of Information Act
10	No 30 of 1996	Unemployment Insurance Act
11	No 130 of 1993	Compensation for Occupational Injuries and Disease
12	No 68 of 2008	Consumer Protection Act
13	No 85 of 1993	Occupational Health & Safety Act

5. Schedule of Records (Section 51 (1) (d))

- Payprop for all rental agreements and accounting
- Rawson RT 3 for recording all sales, commissions, royalties, etc.
- Pastel Accounting system for recording of the salaries, PAYE, etc.
- Pastel Accounting system for the general accounts of the CC.


6. FORM OF REQUEST (Section 51 (1) (e))

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. ANY OTHER INFORMATION (Section 51 (1) (f))

7.1 PRESCRIBED FEES:-

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

- 7.1.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.1.2 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);
- 7.1.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.1.4 Records may be withheld until the fees have been paid.
- 7.1.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

7.2 Attached is the Fee Schedule as downloaded from the SAHRC website

7.3 Attached is Prescribed Form C as downloaded from the SAHRC website

7.4 DECISION REGARDING REQUEST

PAIA provides numerous grounds upon which the private body may refuse to grant access to a record of the body.

These grounds for refusal are to protect:-

- the privacy of another person;
- commercial information of third parties or of the private body;
- confidential information of third parties;
- the safety of individuals and protection of property;
- records privileged from production in legal proceedings;
- research information

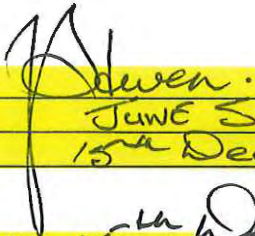
A requester will be notified in writing whether the request has been approved or denied within 30 calendar days after receipt by the private body of the completed Form C. Should any record of the private body requested not exist or not be found, the private body will, by way of affidavit notify the requester that it is not possible to give access to that particular record.

APPROVAL

As Head of the private body, responsible for the processing of requests in terms of the Promotion of Access to Information Act, I confirm the adoption of this manual.



(Signature)



Signed by:

JUNE STEVEN (CEO)

Date:

15th December 2015

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