

PROATIA MANUAL



VCR Properties (Pty) Ltd t/a Kyalami Creek Luxury Apartments

Registration Nr: 2006/020400/07

Residential Letting, Maintenance and Accommodations

Manual in terms of Section 51 of the Promotion of Access to Information Act no 2 of 2000
("The Act")

Version: 2018/08/01

The manual is to assist potential requesters as to the procedure to be followed when requesting access to information / documents from VCR Properties as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Any requester is advised to contact our Information Officer(s) should he / she require any assistance in respect of the use of this manual and/or requesting of documents / information from VCR Properties.

The following words in this manual mean:-

"the Act"	shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations.
"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of VCR Properties.
"VCR Properties"	shall mean VCR Properties (Pty) Ltd, and its subsidiaries.
"SAHRC"	shall mean the South African Human Rights Commission.

IMPORTANT

Section 50(1) of the Act states:

A Requester must be given access to any record of a private body if-

- that record is required for the exercise or protection of any rights;
- that person complies with the procedural requirements of the Act relating to a request for access to that record and
- access to that record is not refused in terms of any ground for refusal as contemplated in chapter 4 of the Act.

A. INTRODUCTION TO VCR PROPERTIES

VCR Properties is a private company and landlord which business comprise mainly of letting and maintenance of residential property for the broad, middle-income group in Gauteng, Southern Africa.

VCR Properties is a private body as defined in the Act.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details (in terms of Section 51(1)(a) of the Act)

VCR Properties (Pty) Ltd

Registration Number: 2006/020400/07

Directors: Frans Johannes van der Berg
Jurgen Lucas van Heerden

Information Officer: Jan Christoffel Bossert

Street Address: 8 Lyndore Avenue
Midrand, 1684

Postal Address: Postnet Suite 155, Private Bag X1028,
Lyttelton, 0140

Telephone: +27 11 651 5300/7

Fax: +27 86 612 5918

Website: www.vcrproperties.co.za / www.kyalamicreek.co.za

E-Mail: admin@vcrproperties.co.za

2. Section 10: Guide on how to use the Act.

Section 51(1)(b): The Guide referred to in Section 10 of the Act is a guide that must be compiled by the Human Rights Commission containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. The Regulations regarding the Promotion of Access to Information Act published under Government Gazette No 187 of 15 February 2002 set forth how the Human Rights Commission should make the Guide Available.

3. Availability of the Guide:

The Guide has been compiled and is available in each official language in terms of Section 10 of PAIA and is available for inspection by the public at the offices of the Human Rights Commission. (Web site <http://www.sahrc.org.za/home/21/files/Reports/PAIA%20GUIDE%20english.pdf> for the English version at the time of this publication.)

The Guide will provide you with clarity, in each official language, concerning:

- What the objects of this Act are
- the details of each private body (where possible)
- the process that needs to be followed in order to make a request
- how to get copies of the Guide at no charge
- how to get access to the manual of a private body
- all the remedies available in law to you.

Please direct your enquiries to:

The South African Human Rights Commission
Postal address: Private Bag 2700, Houghton, 2041
Telephone: +27 11 877-3678
Fax: +27 11 403-0625
E-mail: dmalesa@sahrc.org.za
Website: www.sahrc.org.za

4. Latest notice in terms of section 52(1)(a) + Section 51(1)(c)

VCR Properties has not published any notices in terms of section 52(2) of the Act.

5. Publicly available records

We set out the categories of records of VCR Properties that are already publicly available without you having to request access in terms of the Act:

1. Memorandum and Articles of Association (Companies and Intellectual Property Commission or CIPC)
2. Contents of Register of Directors (Companies and Intellectual Property Commission or CIPC)
3. Other statutory documents (Companies and Intellectual Property Commission or CIPC)

6. Records of the Company that may be available in accordance with any other legislation Section 51(1)(d):

- Income Tax Act No. 58 of 1962
- Value Added Tax Act No. 89 of 1991.
- Companies Act No. 61 of 1973
- Companies Act No. 71 of 2008

Types of Records: Section 51(1)(e)

We set out below a description of the subjects on which VCR Properties holds records and, below the subject headings, the categories of records held on each subject.

Company Records:

- Accounting, Finance and Taxation.
- Bank Statements
- Paid Cheques
- Electronic Banking Records
- Financial Statements
- Company Secretarial and Administration
- Internal Policies and Procedures
- Legal and Compliance
- Operational
- Directors

Customer-related Records:

- Customer Sales Contracts, Tenants Lease Agreements, Current and Historic.
- Customer Correspondence, Applications and associated and Standard Forms
- Sales and Marketing

Other Records:

- Business Partners
- Consultants
- Contractors
- Directors and Officers

Other information as may be prescribed by Section 51(1)f:

- In terms of this Section, the minister may publish a notice prescribing any other information that companies will have to disclose.

**7. Request procedure and records that may be requested. Section 51(1)(e) and Section 53(2)
Form of Request:**

Every request must be submitted in the form prescribed by VCR Properties (Request Form) and should contain the information set out in paragraphs 1 to 6 below.

The office of the Information Officer of VCR Properties has been delegated with the task of receiving and co-ordinating any requests for access to records in terms of the Act. Each request should specify the description of the record concerned, and the location of the records, if known.

1. Provide sufficient particulars of the records required to enable VCR Properties to identify the record or records and the requester.
2. Indicate the form of access required.
3. Specify a postal address or fax number in South Africa, or an e-mail address.
4. Identify the right that you want to exercise or protect and give an explanation of why the requested record is needed for this purpose.
5. Indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars.
6. Give proof of the capacity in which you are acting, if requesting access on behalf of another.

Once complete, you can mail it to: **Postnet Suite 155, Private Bag X1028, Lyttelton, 0140**, Or fax it to: **+27 86 612 5918**, Or e-mail it to: **admin@vcrproperties.co.za**

IMPORTANT: A request for access to records will only be deemed to have been made once the form has been received by our offices.

Prescribed Form for Requests: Section 53(1)

Requests for information must be submitted in accordance with the prescribed Request Form:

- Uploaded on the website of VCR Properties located at: www.vcrproperties.co.za and www.kyalamicreek.co.za or
- Available upon request from the offices of VCR Properties.

Prescribed Fees

Prescribed fees (for Private Bodies as indicated by the Department of Justice and Constitutional Development) will be charged for requests of Information and are currently as follows:

- R50-00 charged on receipt of requests for Information Forms.
- R1-10 charged for each photocopy of an A4-size page or part thereof.
- R0-75 charged for each printed copy of an A4-size page or part thereof.
- R7-50 charged for each stiffy disc if information is required in computer readable format.
- R70-00 charged for each compact disc if information is required in computer readable format.
- R40-00 charged for each transcription of visual images for an A4-size or part thereof.
- R60-00 charged for each copy of visual images for an A4-size or part thereof.
- R20-00 charged for each transcription of an audio record for an A4-size or part thereof.
- R30-00 charged for each copy of an audio record.

Section 54(8) States that the minister may by notice in the Government Gazette-

- a) Exempt any person or category of persons from paying any fees.
- b) Determine a maximum amount to any fee.
- c) Determine the manner in which any fee is to be calculated.
- d) Determine that any fee does not apply to category of records.
- e) Exempt any person or record or category of persons or records for a stipulated period from any fee.
- f) Determine that where the cost of collecting any fee exceeds the charge, such fees does not apply.

Section 74-82 of the Act deals with options available to requesters if their request for information has been refused.

8. Availability of the manual Section 51(3)

- Copies of this manual are available for inspection at the offices of VCR Properties and copies can be made at a charge of R 1,10 (one rand ten cents) per A4 page or part thereof.
- Copies are also available on the website of VCR Properties located at : www.vcrproperties.co.za and www.kyalamicreek.co.za