

National Real Estate (Pty) Ltd

(Registration number: 1967/002386/07)

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



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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000

(THE ACT)

SECTION 51 MANUAL OF NATIONAL REAL ESTATE (PTY) LTD

(REGISTRATION NUMBER: 1967/002386/07)

1. CONTACT PARTICULARS

Head of business:	MV du Toit	Information officer:	Delmarie Reynolds
Postal address:	P.O. Box 363 Bloemfontein 9300	Physical address:	162 Zastron Street Westdene Bloemfontein 9301
Telephone number:	051-405 9990	Fax number:	086 669 5841
E-mail address:	Delmarie.Reynolds@nationalre.co.za		
Website:	www.nationalre.co.za		

2. INTRODUCTION

The company is a real estate agency.

National Real Estate (Pty) Ltd supports the constitutional right of access to information and we are committed to provide you access to our records in accordance with the provisions of the Act, the confidentiality we owe third parties and the principles of South African law.

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

5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

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

- 5.1 BBBEE ACT 53 OF 2003
- 5.2 COMPANIES ACT 61 OF 1973
- 5.3 COMPANIES ACT 71 OF 2008
- 5.4 COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASES ACT 130 OF 1993
- 5.5 CONSUMER PROTECTION ACT 68 OF 2008
- 5.6 DEEDS REGISTRIES ACT 47 OF 1937
- 5.7 EMPLOYMENT EQUITY ACT 55 OF 1998
- 5.8 ESTATE AGENTS AFFAIRS ACT 112 OF 1976
- 5.9 FINANCIAL SERVICES BOARD ACT 97 OF 1990
- 5.10 INCOME TAX ACT 58 OF 1962
- 5.11 LABOUR RELATIONS ACT 66 OF 1995
- 5.12 NATIONAL CREDIT ACT 34 OF 2005
- 5.13 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 5.14 PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
- 5.15 RENTAL HOUSING ACT OF 50 OF 1999
- 5.16 SECTIONAL TITLES ACT 95 OF 1986
- 5.17 SECTIONAL TITLES SCHEMES MANAGEMENT ACT 8 OF 2011
- 5.18 SOUTH AFRICAN REVENUE SERVICES ACT 34 OF 1997
- 5.19 SHORT TERM INSURANCE ACT 53 OF 1998
- 5.20 SKILLS DEVELOPMENT LEVIES ACT 9 OF 1999
- 5.21 SKILLS DEVELOPMENT ACT 97 OF 1998
- 5.22 UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2002

5.24 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 WWW.NATIONALRE.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 and working papers
- 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
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Insurance record
- Auditor's reports
- Record of liabilities and obligation
- 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
- Emergency response plans

7.4 INFORMATION TECHNOLOGY

- Hardware
- Internet
- Licenses
- Software packages
- Telephone lines, leased lines and data lines

7.5 INSURANCE

- Claim records
- Details of coverage, limits and insurers
- Insurance policies

7.6 LEGAL, AGREEMENTS AND CONTRACTS

- Agreements with customers
- Rent agreements

7.7 PERSONNEL RECORDS

- Bargaining Council documents
- Disciplinary records
- Employee evaluation and performance records
- Employee information records
- Employee loans
- Employee remuneration
- Employment applications
- Employee date of birth
- Employment contracts
- Employment equity plan
- Health and safety records
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Medical aid records
- Payroll
- Particulars of each employee
- Personnel file
- Policies and procedures

- Recruitment and appointments
- Salary and wage registers
- Salary slips and wage records
- Time records
- Training and development
- UIF, PAYE and SDL returns
- Workmen's Compensation documents

7.8 SALES AND MARKETING

- Brochures, newsletters and marketing material
- Customers
- Products
- Public relations policies and procedures
- Sales
- Service and product information

7.9 STATUTORY COMPANY RECORDS

- Annual Statutory Returns
- Certificate of Incorporation
- Certificate to Commence Business
- Memorandum and Articles of Association
- Memorandum of Incorporation and alterations / amendments
- Register of company secretary and auditors
- Register of directors and officers
- Register of directors' shareholding
- Register of past directors
- Registration Certificate
- Reports presented at Annual General Meeting
- Shareholders' register

7.10 TAX

- Income tax returns
- Provisional tax returns
- Tax assessments
- Documents relating to where the objection and appeal is lodged
- VAT documents
- Vendors information
- Documentary proof substantiating the zero rating of supplies

8. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of **National Real Estate (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.

9. AVAILABILITY OF THE MANUAL

Copies of this manual are available for inspection, free of charge, at the offices of **National Real Estate (Pty) Ltd**, from the South African Human Rights Commission and at www.nationalre.co.za.