

STEER PROPERTY SERVICES CC

**SECTION 51 MANUAL FOR
STEER PROPERTY SERVICES CC
2007/057165/23**

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A. INTRODUCTION

Main Business

Property Services

B. PARTICULARS IN TERMS OF SECTION 51 Manual

1. CONTACT DETAILS

Head of the body: Ms. Nina Louise Vass

Postal address :

P O Box 1879
Cape Town
8000

Physical address:

3rd Floor
Bank Chambers
144 Longmarket Street
Cape Town
8001

Telephone: +2721 426 1026

Email: teresa@steer.co.za

THE Section 10 Guide on how to use the Act

The Guide will, according to the South African Human Rights Commission (SAHRC), be available for inspection at the offices of the SAHRC. Please direct any queries to:

The South African Human Rights commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
HOUGHTON
2401

Telephone: +27 11 484 8333

Fax: +27 11 484 7146

Website: www.sahrc.org.za

Email: paia@sahrc.org.za

2. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]

Records are kept in accordance with the following legislation:

- Close Corporations Act, 1984
- Income Tax Act, 1962
- Unemployment Insurance Act 2001
- Regional Services Council Act 1985
- Value Added Tax Act 1991
- Compensation for Occupational Injuries and Diseases Act 1993
- Labour Relations Act 1995
- Basic Conditions of Employment Act 1997
- Skills Development Levies Act 1999
- National Small Business Act 1996
- Occupational Health and Safety Act 1993
- Financial Advisory and Intermediary Services Act 2002

3. Access to the records held by Steer Property Services CC

i. Information readily available

Not Applicable

ii. Records that may be requested:

Licenses
List of directors
Minute books and resolutions
Annual Financial Statements
Banking details
Disciplinary records and documentation
Employment contracts
Remuneration records and policies
Incorporation forms
Memorandum and articles of association

iii. The request procedures:

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the the private body to identify the record and the requester. The requester should also

indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and the state the necessary particulars to be so informed.

- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

FEES IN RESPECT OF PRIVATE BODIES:

The fee for a copy of the manual as contemplated in regulation 9(2) (c) is R1, 10 for every photocopy of an A4-size page or part thereof.

The fees for reproduction referred to in regulation 11(1) are as follows:

For every photocopy of an A4-size page or part thereof: R1, 00

For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0, 75

For a copy in a computer-readable form on –

- 1) Stiffy disc R7, 50
- 2) Compact disc R70, 00

For a transcription of visual images,

- 1) For an A4-size page or part thereof R40, 00
- 2) For a copy of visual images R60, 00

For a transcription of an audio record,

- 1) For an A4-size page or part thereof R20, 00
- 2) For a copy of an audio record R30, 00

The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50, 00.

4. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

5. Availability of the manual

The manual is also available for inspection during office hours at the offices of Steer Property Services CC free of charge. Copies are available from the SAHRC.

