



**Manual on  
Access to Information**

Issued in terms of

Section 51 of the

Promotion of Access to Information Act 2000

**INFORMATION REQUIRED UNDER SECTION 51(1)(a)**

**NAME OF BUSINESS**

Napier Properties

**CONTACT PERSON**

Derek John Souter (Sole Proprietor)

**PHYSICAL ADDRESS**

101 Sarel Cilliers Street, Napier

**POSTAL ADDRESS**

101 Sarel Cilliers Street, Napier, 7270

**TELEPHONE**

+27 (0)28 423 3417

**FAX**

+27 (0)28 423 3034

**WEBSITE**

[www.napierproperties.co.za](http://www.napierproperties.co.za)

**E-MAIL**

[napierprop@telkomsa.net](mailto:napierprop@telkomsa.net)

A handwritten signature in the bottom right corner of the page.

**INFORMATION REQUIRED UNDER SECTION 51(1)(a)**

**SECTION 10 GUIDE ON HOW TO USE THE ACT - SECTION 51(1)(b)**

This guide has been compiled to inform a person wishing to exercise any right of the manner and method of doing so.

The guide is available from the South African Human Rights Commission. Any queries should be directed to:

The South African Human Rights Commission  
PAIA Unit  
The Research and Documentation Department

Private Bag 2700  
Houghton  
2041

Telephone: +27 (0)11 484 8300  
Fax: +27 (0)11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION – SECTION 51(1)(d)**  
(If and where applicable)

- Basic Conditions of Employment Act (Act 75 of 1997)
- Close Corporations Act (Act 69 of 1984)
- Compensation for Occupational Injuries and Disease Act (Act 130 of 1993)
- Employment Equity Act (Act 55 of 1998)
- Estate Agency Affairs Act (Act 112 of 1976)
- Estate Agents' Code of Conduct (1993)
- Financial Intelligence Centre Act (Act 38 of 2001)
- Income Tax Act (Act 58 of 1962)
- Labour Relations Act (Act 66 of 1995)
- Money Laundering & Terrorist Financing Control Regulations (2002/2005)
- Occupational Health and Safety Act (Act 85 of 1993)
- Regional Services Councils Act (Act 109 of 1985)
- Rental Housing Act (Act 50 of 1999)
- Skills Development Act (Act 97 of 1998)
- Skills Development Levies Act (Act 9 of 1999)
- Stamp Duties Act (Act 77 of 1998)
- Transfer Duty Act (Act 40 of 1949)
- Unemployment Insurance Act (Act 63 of 2001)
- Unemployment Contributions Act (Act 4 of 2002)
- Value Added Tax Act (Act 89 of 1991)

**ACCESS TO THE RECORDS HELD UNDER SECTION 51(1)(c) & 51(1)(e)**

Records which are available without a person having to request access under this Act in terms of Section 52(2) & (Section 51(1)(c).

This information can be defined as operational information needed in the day to day running of the company and is generally of little or no use to persons outside the company.

(Examples of such information are: Requisitions; internal phone records; company policies; contract; and general accounting records)

**REQUEST PROCEDURES**

(Prescribed form and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) under the 'Regulations' section.

**OTHER INFORMATION AS MAY BE PRESCRIBED - SECTION 51(1)(f)**

The Ministry of Justice & Constitutional Development has not made any regulations in this regard.

**AVAILABILITY OF THE MATERIAL – SECTION 51(3)**

This manual is available at our Offices free of charge, and copies are available with the SAHRC and on our website as listed above.

**LATEST NOTICES - SECTION 52(2)**

To date no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

THIS MANUAL HAS BEEN COMPILED BY ME DEREK JOHN SOUTER IN MY CAPACITY AS PRINCIPAL OF NAPIER PROPERTIES.



---

Derek John Souter  
(Principal)

12<sup>TH</sup> December 2011