

SECTION 51 MANUAL FOR ELTEC PROPERTIES (PTY) LTD



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Introduction to Eltec Properties (Pty) Ltd

With a focus on definition and structure. Eltec Properties prides itself on producing high quality, professional service, while never letting standards slip. Our long-term success depends largely on our reputation, so it is a priority to deliver exceptional service. Clients and agents alike are treated as the most important part of our business

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1.

Contact Details [Section 51(1)(a)]		
1	<i>Name of Private Body</i>	Eltec Properties (Pty) Ltd
2	<i>Registration Number</i>	1999/07464/07
3	<i>Chief Executive Officer</i>	Hillel Eschur
4	<i>Postal Address</i>	Postnet Suite 182
		Private Bag x9
		Benmore, 2010
5	<i>Physical Address</i>	4th Floor, South Tower
		Nelson Mandela Square
		5th Street
		Sandton
6	<i>Telephone Number</i>	011 784 5678
7	<i>Fax Number</i>	011 784 5558
8	<i>Mobile No</i>	083 656 4774
9	<i>e-Mail Address</i>	pa@eltec.co.za

2. **The section 10 Guide on how to use the Act [Section 51(1)(b)]**

The Guide will be available from the South African Human Rights Commission by not later than August 2005. Please direct any queries to:

The South African Human Rights Commission	
PAIA Unit	
The Research and Documentation Department	
<i>Postal Address:</i>	Private Bag 2700
	Houghton
	2041
<i>Telephone Number</i>	+27 11 484-8300
<i>Fax Number</i>	+27 11 484-7146
<i>Website</i>	www.sahrc.org.za
<i>e-Mail</i>	paia@sahrc.org.za

3. Records available in terms of any other legislation

[Section 51(1)(d)]

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
4. Income Tax Act No. 95 of 1967
5. Labour Relations Act No. 66 of 1995
6. Occupational Health & Safety Act No. 85 of 1993
7. Regional Services Councils Act No. 109 of 1985
8. Skills Development Levies Act No. 9 of 1999
9. Skills Development Act No. 97 of 1998
10. Value Added Tax Act No. 89 of 1991

4. Access to the records held by the private body in question

[Sections 51(1)(c) and 51(1)(e)]

- i. **The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)**
[Section 51(1)(c)]

NOT APPLICABLE

- ii. **Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed**
[Section 51(1)(e)]

<i>Information Technology</i>	
1	IT Policies and Procedures
<i>Human Resources</i>	
1	Employee Records
2	Employment Contracts
3	Personnel Guidelines, Policies and procedures
4	General Correspondence
5	Performance Appraisals
<i>Sales and Marketing</i>	
1	Brochures on Company Information
2	General Correspondence

<i>Finances</i>	
1	Financial Statements
2	Tax Records
3	General Correspondence
4	Management Accounts
5	Contracts
6	Insurance Information
7	Financial Transactions
8	Banking Records

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 [*s 53(1)*].
- The requester must provide sufficient detail on the request form to enable the head of 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 state the necessary particulars to be so informed [*s 53(2)(a) and (b) and (c)*].
- 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 [*s 53(2)(d)*].
- If a request is made on behalf of a 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 [*s 53(2)(f)*].

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

5. Other information as may be prescribed [Section 51(1)(f)]

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

6. Availability of the manual [Section 51(3)]

The manual is available for inspection at our offices free of charge; and copies are available with the South African Human Rights Commission, in the Gazette and on our Website (if any).