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M A N U A L

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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GLOBAL ESTATES & IMMIGRATION CC - MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NR. 2 OF 2000

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1. **INTRODUCTION** -The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Global Estates & Immigration CC 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 requestor is advised to contact Mr van Huyssteen should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information/documents from Global Estates & Immigration CC. The following words will bear the following meaning in this manual:-

"the Act" shall mean the Promotion of Access to Information Act, Nr. 2 of 2000, together with all relevant regulations published;
 "the / this manual" shall mean this manual and with all annexures thereto as available at offices of Global Estates & Immigration CC from time to time;
 "Global Estates & Immigration CC" shall mean Global Estates & Immigration CC, structured as a close corporation which is an estate agency who sells property including the assisting in buying and selling of property of individual clients and businesses;
 "SAHRC" shall mean the South African Human Rights Commission.

"Information Officer" Mr van Huyssteen has been appointed as the Information Officer of Global Estates & Immigration CC

2. **CONTACT DETAILS (Section 51(1)(a) of the Act)**

Name of body:	Global Estates & Immigration CC	Information Officer:	Mr van Huyssteen
Address:	52 6 th Avenue, Edenvale	Postal Address:	PO BOX 29683 Sunnyside 0132
Telephone:	012-3440525 Fax: 012-3442086	E-mail:	mvh@mweb.co.za

3. **GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)** - In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and its obtainable from the SAHRC.

Contact details of the South African Human Rights Commission are as follows:

PAIA Unit, The Research and Documentation Department

Private Bag 2700, HOUGHTON, 2041

Telephone: +27 11 484 8300 Fax: +27 11 484 0582/1360 Website: www.sahrc.org.za E-Mail: PAIA@sahrc.org.za

4. **NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)** - No notice(s) has / have been published.

5. **INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)**

Global Estates & Immigration CC keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):-

Immigration Act; Estate Agency Affairs Act 112 of 1976; Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31); Employment Equity Act, Nr. 55 of 1998 (Section); Skills Development Act, Nr.97 of 1998; Skills Development Levies Act, Nr.9 of 1999; Unemployment Insurance Act, Nr.63 of 2001
 The above records, in so far as it being of a public nature is available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

6. **DOCUMENTS/ INFORMATION HELD BY GLOBAL ESTATES & IMMIGRATION CC IN TERMS OF THE ACT (Section 21(1)(e) of the Act)**

Global Estates & Immigration CC holds the information / documents: Details relating to the operational, commercial and financial interests of Global Estates & Immigration CC; Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients); Standard Employment Contracts; Employment Equity Report; Skills Development Report; Global Estates & Immigration CC Personnel Report; Human Resources (personal information of past, present and prospective employees and partners / directors).

Global Estates & Immigration CC has no website.

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by Global Estates & Immigration CC is automatically available without a person having request access in terms of and subject to the provisions of the Act. A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

7. **OTHER INFORMATION (Section 51(1)(f) of the Act)**

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.

8. **AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)**

This manual is available for inspection at the office of Global Estates & Immigration CC, free of charge.

A copy of the manual may be obtained, subject to the prescribed fees, at the offices of Global Estates & Immigration CC.

B The manual can be accessed on the website of the SAHRC (www.sahrc.org.za) and will be published in the *Government Gazette*.

C It should be noted that the manual accessible on the website of the SAHRC and in the *Government Gazette*, does not include the request forms of fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

Compiled by GLOBAL ESTATES & IMMIGRATION CC
 23/08/2005