

## CREMONA TRADING 62 CC

### REGISTRATION NR: 2002/066878/23

#### SECTION 51 MANUAL

Compiled in terms of section 51 of **The Promotion of Access to Information Act, no 2 of 2000**. (the "Act")

#### COMPANY OVERVIEW

Cremona Trading 62 CC trading as Realty King Integrated Property Group, is a Real estate agency and property development firm, registered with the Estate Agency Affairs Board and provide the following services:

Property Sales, Residential & Commercial Property Development, Project Coordination, Property Management

#### DEFINITIONS

- "the Act"            The Promotion of Access to information Act 2/2002
- "Requestor"        Any person making a request for access to a record

#### INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT

Postal Address of head of Cremona Trading 62 CC: P O Box 1084, Sedgfield, 6573

Street Address of Cremona Trading 62 CC: Suite 1, Berg-n-See Retirement Resort, 13 Main Service Road, Sedgfield, 6573

Tel. No of head of Cremona Trading 62 CC: +27 (0) 72 645 8744

Fax. No of head of Cremona Trading 62 CC: +27 (0) 86 542 5955

E-Mail address of head of Cremona Trading 62 CC: [jaco@promisedland.co.za](mailto:jaco@promisedland.co.za)

Website address of Cremona Trading 62 CC: [www.promisedland.co.za](http://www.promisedland.co.za)

#### DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages. The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr. York and St. Andrews Street, Parktown and on its website at [www.sahrc.org.za](http://www.sahrc.org.za)

#### THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY)

At this stage 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.

#### INFORMATION AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION: SECTION 51(1) (d)

Records are kept in accordance with the following legislation (please note that this is not an exhaustive list):

- Companies Act 61 of 1973
- Companies Act 71 of 2008
- Close Corporations Act, 69 of 1984
- Labour Relations Act, 66 of 1995



- Estate Agency Affairs Act (Act 112 of 1976)
- Estate Agents' Code of Conduct (1993)
- Consumer Protection Act 68 of 2008
- Financial Intelligence Centre Act, no 38 of 2001
- Income Tax Act (Act 58 of 1962)
- Money Laundering & Terrorist Financing Control Regulations (2002/2005)
- Transfer Duty Act (Act 40 of 1949)
- The National Credit Act, 34 of 2005 (NCA)
- Value Added Tax Act (Act 89 of 1991)
- Promotion of Access to Information Act, 2 of 2000

#### **INFORMATION REQUIRED UNDER SECTION 51(1) e OF THE ACT**

The following records and information are freely available on request:

- Information about properties which are currently for sale or to let through our firm
- Everything that appears on our website

We also hold the following records, which are not automatically accessible. If you want access to any of them, you will need to follow the prescribed procedure as per Section 51(e).

#### **Company Documentation**

- Availability to be determined upon receipt of request

#### **Fidelity Fund Certificates**

- Current and past fidelity fund certificates for our firm, its' principals and agents

#### **Financial**

- Annual financial statements
- Accounting records
- Trust account records and annual audit reports
- Tax returns
- Statutory records
- Registered trademarks or patents

#### **Financial Intelligence**

- Client verification records
- Company compliance program (RMCP)
- Reports (if any) submitted to the Financial Intelligence Centre

#### **Meetings**

- Minutes of meetings
- Resolutions (if applicable)

## Legal

- Records of legal matters

## Letting Records

- Advertisements
- Records of properties rented out on behalf of clients
- Letting performance figures

## Personnel

- Personnel files for current employees and agents (if any)
- Personnel files for ex-employees and agents who left during the past three years (if any)

## Property

- Documents relating to the firm's premises

## Property Management Records

- Records of properties managed on behalf of clients

## Client Records

- Contact details
- Personal particulars
- Details of fee structures and agreements
- Information on agreements, proposals, property profiles and intellectual property
- Commercial and financial information

## Sales Records

- Advertisements
- Valuations and mandates
- Records of sales concluded by the firm
- Sales performance figures

## Information Technology Records

- Software manuals
- Installation instructions
- Licensing documentation
- Maintenance agreements

ALL INFORMATION REQUESTED SHALL ONLY BE MADE AVAILABLE SUBJECT TO THE PROVISIONS OF THE ACT. ACCESS TO RECORDS MAY OR MUST BE DENIED UNDER CERTAIN CIRCUMSTANCES.

## OTHER INFORMATION AS PRESCRIBED IN TERMS OF 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.



## **DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)**

The requester must comply with all the procedural requirements contained in the Section 53 of the Act relating to the request for access to a record.

The requester must complete **Form C** and submit this form together with a request fee, to the head of Cremona Trading 62 CC.

The form must be submitted to the head of Cremona Trading 62 CC at his fax number or e-mail address. The form must:

- provide sufficient particulars to enable the head of Cremona Trading 62 CC to identify the record/s requested and to identify the requester,
- specify a postal address or fax number of the requester in the Republic of South Africa,
- identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right,
- if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in other manner,
- If the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of Cremona Trading 62 CC

The forms and fee structure 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.

**NB: The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requester is making the request to the satisfaction of the head of the private body.**

## **GROUND FOR REFUSAL OF ACCESS TO RECORDS**

Mandatory protection of the privacy of a third party who is a natural person.

Mandatory protection of the commercial information of a third party.

Mandatory protection of certain confidential information of a third party.

Mandatory protection of the safety of individuals and the protection of property.

Mandatory protection of records privileged from production in legal and commercial proceedings.

The commercial information of Cremona Trading 62 CC.

Mandatory protection of research information of a third party.

## **AVAILABILITY OF MANUAL**

This manual is available for inspection by the public upon request during office hours at the offices of Cremona Trading 62 CC as per above address and will also be posted to the website in due course. This manual will be updated as and when required.



## FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000)

[Regulation 10]

### A. Particulars of private body

The Head:

### B. Particulars of person requesting access to the record

- |     |   |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below.                |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached.                |

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

### C. Particulars of person on whose behalf request is made

This section must be completed <i>ONLY</i> if a request for information is made on behalf of <i>another</i> person.
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Full names and surname:

Identity number:

### D. Particulars of record

- |     |  |
|-----|--|
| (a) | Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. |
| (b) | If the provided space is inadequate, please continue on a separate folio and attach it to this form.<br>The requester must sign all the additional folios.       |

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

**E. Fees**

- (a) A request for access to a record, other *than* a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be *notified of* the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends *on* the form *in which* access is required and the reasonable time *required* to search for and prepare a record.
- (d) If you qualify for exemption *of* the payment *of* any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

**F. Form of access to record**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Form in which record is required:	
Mark the appropriate box with an X.	
<p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

**1. If the record is in written or printed form:**

	copy of record*		inspection of record
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**2. If record consists of visual images**

this includes photographs, slides, video recordings, computer-generated images, sketches, etc)

	view the images		copy of the images"		transcription of the images*
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**3. If record consists of recorded words or information which can be reproduced in sound:**

	listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document
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**4. If record is held on computer or in an electronic or machine-readable form:**

	printed copy of record*		printed copy of information derived from the record"		copy in computer readable form* (stiffy or compact disc)
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'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
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**G Particulars of right to be exercised or protected**

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

**H. Notice of decision regarding request for access**

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of .....20

SIGNATURE OF REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS MADE