

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT NO 2 OF 2000 (“the Act”)
FOR: REAL PEOPLE (PTY) LTD (“the Company”)**

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

Head(s) of the Company:

Bruce Aubrey Schenk
Neil Grobbelaar

Postal address of head(s) of the Company:

PO Box 19610
Tecoma
East London
5241

Physical address of head(s) of the Company:

Real People Views
12 Esplanade Road
Quigney
East London
5200

Telephone number of head(s) of the Company:

(043) 702 4604

Fax of head(s) of the Company:

(043) 742 6327

E-mail address of the head(s) of the Company:

bschenk@realpeople.co.za
ngrobbelaar@realpeople.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.

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.

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999
- National Credit Act 34 of 2005
- Financial Advisory and Intermediary Services Act 37 of 2002

SUBJECTS AND CATEGORIES OF RECORDS HELD BY REALVEST TRUST

1. Companies Act Records

- Documents of incorporation
- Memorandum and Articles of Association
- Records relating to the appointment of directors/auditors/secretary
- Share Register and other statutory registers

2. Records in terms of the National Credit Act

- Certificate of Registration
- Relevant parts of quarterly / annual returns

3. Financial Records

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Bank Statements

- Paid Cheques
- Electronic banking records
- Asset Register
- Rental Agreements
- Invoices

4. Income Tax Records

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances: -
 - VAT
 - Regional Services Levies
 - Skills Development Levies
 - UIF
 - Workmen's Compensation

5. Personnel Documents and Records

- Employment Contracts
- Employment Equity Plan (if applicable)
- Disciplinary Records
- Salary Records
- SETA Records
- Disciplinary Code
- Leave Records
- Training Records
- Training Manuals

DETAILS ON HOW TO MAKE A REQUEST OR ACCESS: SECTION 51(E)

- The requester must complete the relevant forms to access information together with the applicable fee, to the head of the private body.
- The form and manner for requesting access to information, as well as fees payable, are prescribed in terms of the Act and can be obtained through the head of the private body.

- Any request for information must:
 - Provide sufficient particulars to clearly identify the records / information requested;
 - Indicate which form of access is required;
 - Specify a South African postal address or fax number of the requester;
 - Identify the right that the requester is seeking to exercise or protect and provide an explanation of why the requested record is required for in order to protect or exercise this right;
 - If the requester wishes to be informed of the private body's reply in any manner additional to a written reply, specify the desired manner of reply;
 - 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 the private body.

FEES IN RESPECT OF REQUESTS FOR INFORMATION

- 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-sized page or part thereof: R1,10
 - For every printed copy of an A4-sized 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:
 - > stifty disc R7,50;
 - > compact disc R70,00;
 - For a transcription of visual images, for an A4-size page or part thereof R40,00;
 - For a copy of visual images R60,00;
 - For a transcription of an audio record, for an A4-size page or part thereof R20,00;
 - For a copy on 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;
- The access fees payable by a requester referred to in regulation 11(3) are as follows:
 - For every photocopy of an A4-size page or part thereof R1,10;
 - 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:
 - > stifty disc R7,50

- > compact disc R70,00
- For a transcription of visual images, for an A4-sized page or part thereof R40,00
- For a copy of visual images R60,00
- For a transcription of an audio record, for an A4-size page or part thereof R20,00
- For a copy of an audio record R30,00
- To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation
- For purposes of section 54(2) of the Act, the following applies:
 - Six hours as the hours to be exceeded before a deposit is payable; and
 - one third of the access fee is payable as a deposit by the requester.
 - The actual postage is payable when a copy of a record must be posted to a requester.