



**PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000**

**SECTION 51 MANUAL**

**FOR JIKA PROPERTIES (PTY) LTD**

## **SECTION 51 MANUAL FOR JIKA PROPERTIES (PTY) LTD**

### **A. CONTENTS**

#### **1 INTRODUCTION TO JIKA PROPERTIES (PTY) LTD**

Jika Properties (Pty) Ltd (Jika) has a portfolio of affordable properties in the Johannesburg inner city and beyond. You can choose an area where you want to live, browse through the properties in the area and apply online.

Our philosophy of providing homes which are places our tenants are proud to call home is founded on providing clean, safe and affordable accommodation. Hence all our buildings have their dedicated cleaners, where applicable security personnel on site and high tech security equipment (like finger print readers and cameras).

We are continually refurbishing our buildings (inside and outside). We see ourselves as being at the forefront of the rejuvenation of the city.

#### **2 PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

##### **2.1 Contact details [Section 51(1)(a)]**

Details required in terms of section 51(1)(a)

Name of Body	Jika Properties (Pty) Ltd
Registration Number	2005/035424/07
Head of the Body	Paul Lapham, Chief Executive Officer
Postal Address	P.O. Box 291941 Mellville 2109
Street address	1 Kotze Street, Corner Joubert Street, 2nd Floor, New West Wing, Constitution Hill, Braamfontein 2001
Phone Number	0860 109-237
Facsimile number	0866 545-671
Electronic mail address of the head of the body	paull@citiq.co.za

##### **2.2 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 2003. Please direct any queries to:

**The South African Human Rights Commission: PAIA Unit**  
**The Research and Documentation Department**  
Postal address: Private Bag 2700  
Houghton, 2041

Telephone: +27 11 484-8300  
Fax: +27 11 484-0582  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### **2.3 Records available in terms of any other legislation [Section 51(1)(d)]**

1. Administration of Estates Act, No. 66 of 1965
2. Arbitration Act No. 42 of 1965
3. Basic Conditions of Employment No. 75 of 1997
4. Companies Act No. 61 of 1973
5. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
6. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
7. Copyright Act No. 98 of 1978
8. Credit Agreements Act No. 75 of 1980
9. Currency and Exchanges Act No. 9 of 1933
10. Consumer Protection Act No. 68 of 2008
11. Debtor Collectors Act No. 114 of 1998
12. Employment Equity Act No. 55 of 1998
13. Estate Agency Affairs Act of 1978
14. Finance Act No. 35 of 2000
15. Financial Services Board Act No. 97 of 1990
16. Financial Relations Act No. 65 of 1976
17. Harmful Business Practices Act No. 23 of 1999
18. Income Tax Act No. 95 of 1967
19. Insolvency Act No. 24 of 1936
20. Insurance Act No 27 of 1943
21. Intellectual Property Laws Amendments Act No. 38 of 1997
22. Labour Relations Act No. 66 of 1995
23. Long Term Insurance Act No. 52 of 1998
24. National Credit Act No. 34 of 2005
25. Occupational Health & Safety Act No. 85 of 1993
26. Post Office Act No. 44 of 1958
27. Protection of Businesses Act No. 99 of 1978
28. Regional Services Councils Act No. 109 of 1985

29. [Rental Housing Act \[No.50 of 1999\]](#)
30. SA Reserve Bank Act No. 90 of 1989
31. Sectional Titles Act, 1986
32. Short Term Insurance Act No. 53 of 1998
33. Skills Development Levies Act No. 9 of 1999
34. Skills Development Act No. 97 of 1998
35. Stamp Duties Act No. 77 of 1968
36. Stock Exchange Control Act No. 1 of 1985
37. Tax on Retirement Funds Act No. 38 of 1996
38. Trade Marks Act No. 194 of 1993
39. Unemployment Contributions Act No. 4 of 2002
40. Unemployment Insurance Act No. 63 of 2001
41. Usury Act No 73 of 1968
42. Value Added Tax Act No. 89 of 1991

**2.4 Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]**

**2.4.1 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

**2.4.2 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)]**

The company keeps information on	
Personnel related issues:	Employee records, conditions of employment and company policy, address lists, etc.
Clients:	Contact information, product subscriptions, contractual agreements, usage statistics, account information, and general communication.

Suppliers:	Contact information, contractual agreements, accounting information and general communication.
Finances:	Financial statements Annual financial statements Assets inventory

The above-mentioned records are of a confidential nature and only accessible to authorised people.

## **2.5 The request procedures**

For the sake of convenience and accessibility, the forms and fee structure are posted on the Company's website.

### **2.5.1 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)].

### **2.5.2 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)].

## **3 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.

#### **4 Availability of the manual [Section 51(3)]**

The manual is also available for inspection at the offices of the Company free of charge; and copies are available with the SAHRC, in the Gazette and on the Company's website.

The Manual is also available for inspection from

- The Offices of Jika Properties (Pty) Ltd located at 1 Kotze Street, Corner Joubert Street, 2nd Floor, New West Wing, Constitution Hill, Braamfontein 2001
- The South African Human Rights Commission
- In the Government Gazette
- On the following website:- [www.jikacity.co.za](http://www.jikacity.co.za)

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]

**4.1 A. Particulars of private body**

The Head: Jika Properties (PTY) Ltd  
P O BOX 291941 Mellville, 2109  
1 Kotze Street, 2<sup>nd</sup> Floor, New West Wing, Constitution Hill Braamfontein  
Tel: 0860 109-237  
Fax: 0866 545-671

**4.2**

**4.3 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:

**4.4 C. Particulars of person on whose behalf request is made**

This section must be completed <i>ONLY</i> if a request <i>for information</i> 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:

**4.5 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:

**4.6 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.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (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.
- (c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.

**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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<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
	listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	printed copy of record*		printed copy of information derived from the record"		copy in computer readable form* (stiffy or compact disc)
'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

**4.7 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:

**4.8 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