

PAIA MANUAL FOR IN2ASSETS PROPERTIES (PTY) LTD

(Registration Number: 2001/018431/07)

in accordance with Section 51 of the Promotion of Access to Information Act No 2 of 2000 (“the Act”)

1. Introduction to IN2ASSETS PROPERTIES (PTY) LTD (“IN2A”)

- 1.1. The purpose of this manual is to assist potential requesters as to the procedure to be followed when requesting access to information and / or documents from IN2A as contemplated in the Act.
- 1.2. This 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.
- 1.3. Any requester is advised to contact our offices should he / she require any assistance in respect of the use of this manual and / or requesting of documents and / or information from IN2A.
- 1.4. The following words in this manual will have the meaning as set out below:

“the Act”	means the Promotion of Access to Information Act No 2 of 2000;
“the / this manual”	means this manual together with all annexures thereto, if any, as available at the offices of IN2ASSETS PROPERTIES (PTY) LTD;
“IN2A”	means the IN2ASSETS PROPERTIES (PTY) LTD;
“SAHRC”	means the South African Human Rights Commission.
- 1.5. IN2A is a registered company whose operation is legally bound by its registered Articles of Association and / or Memorandum of Incorporation. IN2A is a PRIVATE COMPANY.



2. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

2.1. Contact details in terms of Section 51(1)(a) of the Act:

BUSINESS NAME	:	IN2ASSETS PROPERTIES (PTY) LTD
GENERAL MANAGER	:	ROWENA MOODLEY
INFORMATION OFFICER	:	HENDRIK VORSTER HATTINGH
STREET ADDRESS	:	5TH FLOOR STRAUSS DALY PLACE 41 RICHEFOND CIRCLE UMHLANGA 4320
POSTAL ADDRESS	:	PO BOX 219 UMHLANGA ROCKS 4320
TELEPHONE NUMBER	:	031 574 7600
WEBSITE	:	WWW.IN2ASSETS.CO.ZA
E – MAIL:	:	HHATTINGH@IN2ASSETS.COM

2.2. Guide on how to use the Act in terms of Section 51(1)(b)

In terms of Section 10 of the Act, the SAHRC is required to compile, in each official language, a guide to the Act to assist people in exercising their rights under the Act. This guide is available from the SAHRC who may be contacted at:



The South African Human Rights Commission (SAHRC)

PAIA Unit

The Research and Documentation Department

Private Bag 2700, Houghton, 2041

Tel: 011 – 484 8300

Fax: 011 484 – 0582

Website: www.sahrc.org.za

E – mail: PAIA@sahrc.org.za

2.3. Latest notice in terms of Section 52 as require by Section 51(1)(c)

At this stage, no notices have been published on the categories of the records that are automatically available without a person having to request access in terms of PAIA.

2.4. Records available in terms of any other legislation as required by Section 51(1)(d)

IN2A keeps information / documents in accordance with, but not limited to, the following legislation:

The Labour Relations Act 66 of 1995

The Estate Agency Affairs Act 112 of 1976

The Employment Equity Act 55 of 1998

The Basic Conditions of Employment Act 75 of 1997

The Compensation for Occupational Injuries and Disease Act 130 of 1993

The Companies Act 61 of 1973

The Companies Act 71 of 2008

The Consumer Protection Act 68 of 2008

The Medical Schemes Act 131 of 1998

The Pension Funds Act 24 of 1956



The Promotion of Access to Information Act 2 of 2000

The Unemployment Insurance Act 63 of 2001

The Value Added Tax Act 89 of 1991

The Income Tax Act 58 of 1962

The Skills Development Act 9 of 1999

The Trademarks Act 194 of 1993

2.5. Access to records held by IN2A in terms of Section 51(1)(e)

The Act provides for automatic disclosure of certain records. Should records be automatically disclosed a requester would not have to formally request these records in terms of the Act.

In terms of the Act, this automatic disclosure by private companies is voluntary. This means that a private company is not obliged to make such a disclosure. If a private company chooses to make such a voluntary disclosure, it may do so by giving notice in terms of Section 52(2) of the Act.

At this stage there are no records that are automatically available. Should IN2A make any records available automatically this manual will be updated to reflect the records that are automatically available.

Records that may be requested:

Requests for records held by IN2A can be forwarded to our offices at the address provided above. The categories and types of records held by IN2A include but are not limited to:

Employment contracts

Trade secrets

Domain names

Trademark registrations



Company documentation

Agreements with suppliers and / or service providers

Membership agreements

Data bases of members

Website information

The availability of each record, information and / or document requested will be determined upon such request.

How to request records:

In making a request for records, the following procedures must be followed:

1. You must use the prescribed form to make the request for access to information to a record.
2. You can download the form from the Department of Justice website at www.doj.gov.za
3. Your request must be made to the relevant Information officer.
4. Your request must be made to the address, or fax number or electronic mail address as set out above.
5. You must provide sufficient detail on the request form to enable the Information officer to clearly identify the record as well as your specific identity.
6. You must indicate which form of access you require.
7. You must indicate if you wish to be informed in any other manner and if so, you must state the necessary particulars required to be so informed.
8. You must identify the right that you are seeking to protect or that you wish to exercise and you must provide an explanation as to why the requested record is required for the protection or exercise of that right.
9. If you are making the request on behalf of another person, you must submit proof, to the satisfaction of the Information officer, of the capacity in which you are making the request.
10. The prescribed fee (if any) must be paid as set out below.



2.6. Other information as may be prescribed in terms of Section 51(1)(f)

In terms of this section, the Minister may publish a notice prescribing any other information that companies will have to disclose.

2.7. Availability of the manual in terms of Section 51(3)

This manual is available for inspection during office hours, at no cost, at our registered head office. Copies hereof can also be obtained at our registered head office.

Prescribed fees:

1. Once you have made your request you will receive notice to pay the prescribed fee.
2. This fee must be paid before your request will be processed.
3. Payment of this fee is to be made as directed by the Information officer.
4. If you are making a request in your personal capacity, payment of the prescribed fee may not be required.
5. We will then make a decision in respect of your request and will notify you of our decision.
6. Should your request be refused, you may lodge an application at court against the tender or payment of the requested fee as will be advised in the Notice to you in terms of Section 54(3) of the Act.
7. If your request is granted then you will have to pay a further access fee for the search, reproduction and preparation of the record as well as for any time that has exceeded the prescribed hours, to search and in order to prepare the record for disclosure to you in terms of Section 54(6).
8. The complete fees schedule can be downloaded from the Department of Justice website at www.doj.gov.za

Compiled by



HENDRIK VORSTER HATTINGH

Information Officer

IN2ASSETS PROPERTIES (PTY) LTD