

STATUTORY PAIA MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (“the Act”)

**APPPROP MANAGEMENT SOLUTIONS (PTY) LTD T/A
APPPROP PROPERTY MANAGEMENT SOLUTIONS**

INDEX	PAGE
1 Introduction	1
2 Contact details	1
3 Description of the Guide in terms of Section 10 of the Act	1
4 Notice(s) in terms of Section 52(2) of the Act	1
5 Information/documents available in accordance with other legislation	2
6 Documents/information held in terms of the Act	2
7 Other information	2
8 Updating of the Manual	2
9 Availability of the Manual	2

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 AppProp Property Management Solutions as contemplated in terms of the Act. The manuals 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 H Pretorius, of AppProp Property Management Solutions, should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from the Close Corporation.

2. CONTACT DETAILS OF THE DIRECTORS

Name: Hendrik Andre (Hein) Pretorius
Street Address: 25 Main Street, Summer Hill Building, Plettenberg Bay, 6600
Postal Address: PO Box 821, Plettenberg Bay, 6600
Telephone: 044 533 2529 / 083 701 3159
Email: hein@ajar.co.za

3. DESCRIPTION OF THE GUIDE IN TERMS OF SECTION 10 OF THE ACT AND HOW TO ACCESS THE GUIDE (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 (“SAHRC”) 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 is obtainable from the SAHRC. Contact details of the Gauteng Provincial Office, South African Human Rights Commission are as follows:

Physical Address: 2 nd Floor, Braampark Forum 3	Postal Address: Private Bay X2700
33 Hoofd Street	Houghton
Braamfontein	2041
Tel: 011 877 3678	
Fax: 011 403 06255	
Email: dmalesa@sahrc.org.za	

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

Currently no notices have been issued.

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

Currently no other information / documents are kept in accordance with any legislation.

6. DOCUMENTS/INFROMATION HELD IN TERMS OF THE ACT (Section 51 (1) (e) of the Act)
The Company holds information on the following subjects in respect of which it holds records:

- The operational and financial situation of the Company
- Insurance information and policies
- Licenses and certificates

AppProp Property Management Solutions records that any and all records requested shall only be available to the requestor subject to the provisions of the Act. None of the information is automatically available without having to 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 Directors of AppProp Property Management Solutions and provided on payment of the required fee.

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

No other information has to date been prescribed.

8. UPDATING OF MANUAL (Section 51 (2) of the Act)

This manual will on a regular basis be updated in terms of Section 51 (2) of the Act by the director(s) of AppProp Property Management Solutions.

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

- This manual will be made available to the Human Rights Commission of South Africa
- This manual is available, upon request, at the address set out in Section 2 above, free of charge for inspection.
- Copies of the manual may be obtained at the address set out in Section 2 above, subject to the prescribed fees.
- The request forms and fees can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za).