

MANUAL FOR COSMOPROP (PTY) LTD
Prepared in terms of the requirements of the
PROMOTION OF ACCESS TO INFORMATION ACT
No 2 of 2000

(hereinafter referred to as the "ACT")

INTRODUCTION

The Promotion of Access to Information Act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. The Act sets out the requisite procedures associated with any such requests for information.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act, expressly provides the information may not be released. In that context, Section 9 of the Act recognises that access to information can be limited. The limited relates to circumstances where its release would pose a threat to the protection of privacy, commercial confidentiality, and exercising of efficient governance.

PART 1: COMPANY AND CONTACT DETAILS:

NAME OF COMPANY

Cosmoprop (Pty) Ltd

NATURE OF BUSINESS

Selling and letting of commercial, industrial and retail properties. Management Services (Body Corporate)

MD / HEAD OF COMPANY

Mr. A.H. Vreulink

POSTAL ADDRESS

Postnet Suite 206
Private Bag X22
Tyger Valley
7536

STREET ADDRESS

5 Penta Centre
17 Pasita Street
Rosenpark
Durbanville
7550

TELEPHONE NUMBER

(021) 914 8035

TELEFAX NUMBER

(021) 914 8038

INFORMATION OFFICER

Mr. A.H. Vreulink

POSTAL ADDRESS

Postnet Suite 206
Private Bag X22
Tyger Valley
7536

TELEPHONE NUMBER

(021) 914 8035

TELEFAX NUMBER

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PART 2: GUIDE TO THE MANUAL AND ITS ACCESS

At the time of the preparation of the Manual, the South African Human Rights commission had not complied the guide contemplated in Section 10 of the Act. It is understood that the guide is to contain such information as may reasonably be required by a person who wishes to exercise any rights contemplated in the Act. Therefore, any enquiries relating to this guide should be directed to the CEO of the South African Human Rights Commission, Private Bag 2700, Houghton, 2041. Telephone (011) 484 8300 or Fax (011) 484 1360.

PART 3: RECORDS

Records available in terms of Section 52(2) of the Act (records available without a person having to request access). Not applicable.

RECORDS THAT ARE HELD IN THE COMPANY'S HEAD OFFICE

1. PERSONNEL RECORDS
 - 1.1 As provided by employees.
 - 1.2 Conditions of employment and employee – related contractual records.

2. Records relating to – CLIENTS
3. Records relating to COSMOPROP (PTY) LTD
 - 3.1 Title Deeds, Lease Agreements
 - 3.2 Financial (Accounts, Banking)
 - 3.3 Statutory records that at present include the following: -
 - Income Tax Act No. 58 of 1962
 - Promotion of Access to Information Act No. 2 of 2000
 - Regional Services Act No. 109 of 1985 as amended
 - Skills Development Act No. 9 of 1999
 - Unemployment Insurance Act No. 36 of 2001
 - Value Added Tax Act No. 89 of 1991
 - Estate Agencies Affairs Act, No. 112 of 1976

PART 4: INFORMATION REQUESTED PROCEDURE

To request a document in terms of the Act, the requester must use the prescribed form. This must be submitted to the MD of Cosmoprop (Pty) Ltd. The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right that he / she 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 the request is made on behalf of a person, the requester must provide acceptable proof of the capacity in which the requester is making the request.

In terms of section 63 of the Act, the head of Cosmoprop (Pty) Ltd must refuse for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual. Furthermore, the head of Cosmoprop (Pty) Ltd must refuse a request for access to a record of the company if the record contains: trade secrets, financial, commercial, scientific and technical information, the disclosure of which could harm the interest of Cosmoprop (Pty) Ltd. Similarly, in terms of section 64 of the Act, the above refusal grounds apply in respect of the commercial information of third parties held by of Cosmoprop (Pty) Ltd.

Access to such records will require the written permission of the third party concerned before of Cosmoprop (Pty) Ltd will permit access to view.

In accordance with the above mandatory refusal grounds, the MD will make a decision whether to accede to a request for access to information.

Any search, reproduction, and document preparation necessitated by requests for information will be undertaken in accordance with the prescribed fees.

PART 5: MANUAL AVAILABILITY

In addition to the availability of this Manual at the South African Human Rights Commission, this Manual is available from the information officer of Cosmoprop (Pty) Ltd.

In respect of hard copies, any transmission costs / postage will be for the account of the requester.