



**PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000  
("THE ACT")**

**SECTION 51 MANUAL**

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# Introduction to Cape Value Proprietary Limited

Cape Value Proprietary Limited is a private company rendering valuation, business consulting, e-learning and related services.

## Particulars in Terms of Section 51 of THE ACT

### 1. CONTACT DETAILS - SECTION 51(1)(A)

<b>Information Officer:</b>	Deon Jansen Van Vuuren
<b>Street Address:</b>	39 Saxenburg Crescent, Oak Glen, Bellville, Cape Town, 7530
<b>Postal Address</b>	PO Box 1693, Bellville, 7535
<b>Telephone:</b>	+27 21 910 0072
<b>Facsimile:</b>	+27 21 910 1843
<b>E-mail:</b>	<a href="mailto:deon@capevalue.co.za">deon@capevalue.co.za</a> ; <a href="mailto:info@capevalue.co.za">info@capevalue.co.za</a>
<b>Website:</b>	<a href="http://www.capevalue.co.za">www.capevalue.co.za</a>

### 2. THE GUIDE ON HOW TO USE THE ACT AS DESCRIBED IN SECTION 10 OF THE ACT - SECTION 51(1)(B)

A guide has been compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide has been made available in each official language in the *Government Gazette* and is available for inspection by the public at the offices of the South African Human Rights Commission (Private Bag 2700, Houghton, 2041 or telephone number +27 11 877 3803 or fax number +27 11 403 0668 or [www.sahrc.org.za](http://www.sahrc.org.za)).

### 3. CATEGORIES OF RECORDS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT - SECTION 51(1)(C) OF THE ACT

No notice of such records has been submitted to the Minister responsible for the administration of justice in South Africa.

#### **4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION – SECTION 51(1)(D) OF THE ACT**

Records are kept in accordance with all legislation applicable to Cape Value Proprietary Limited including, *inter alia*, the following legislation, as amended from time to time:

- 4.1. the Companies Act, 2008;
- 4.2. the Income Tax Act, 1962;
- 4.3. the Value-Added Tax Act, 1991;
- 4.4. the Basic Conditions of Employment Act, 1997;
- 4.5. the Labour Relations Act, 1995;
- 4.6. the Occupational Health and Safety Act, 1993;
- 4.7. the Unemployment Insurance Act; and
- 4.8. the Consumer Protection Act, 2008.

#### **5. HOW TO REQUEST A RECORD, A DESCRIPTION OF THE SUBJECTS ON WHICH RECORDS ARE HELD BY CAPE VALUE PROPRIETARY LIMITED AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSIFIED – SECTION 51(1)(E)**

##### 5.1. How to Request a Record

5.1.1. In order to request a record:

5.1.1.1. use the prescribed form C available at [www.sahrc.org.za](http://www.sahrc.org.za);

5.1.1.2. address the request to the Information Officer whose identity and details appear in paragraph 1 above;

5.1.1.3. provide sufficient detail on the request form to enable the Information Officer to identify the record and the identity of the requester;

5.1.1.4. indicate which form of access is required and supply the necessary particulars to be so informed; and

5.1.1.5. identify the right that you are seeking to exercise or protect and explain why the requested record is required for the exercise or protection of that right.

5.1.2. If a request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

5.2. Subject and Categories of Records held by Cape Value Proprietary Limited

5.2.1. Operational Information – information required in the day-to-day running of Cape Value Proprietary Limited and is generally of little use to persons outside the company e.g. requisitions, internal telephone lists, address lists, company policies, directives, and general “housekeeping” information;

5.2.2. Client Records – information relating to any professional service and/or valuation rendered by Cape Value Proprietary Limited;

5.2.3. Personnel Records – information relating to any person who works for, or provides services to or on behalf of Cape Value Proprietary Limited, and receives or is entitled to receive remuneration therefor and any other person who assists in carrying out or conducting the business of the company e.g. conditions of employment and other personnel-related contractual and quasi-legal records, internal evaluation records, correspondence relating to personnel;

5.2.4. Financial Records – financial statements, financial and tax records, asset register, management accounts;

5.2.5. Marketing – market information, public customer information, field records, performance records, sales records, marketing strategies, customer database.

**6. PRESCRIBED FEES – SECTION 51(1)(F)**

6.1. The Information Officer must notify and request the requester (other than a personal requester for access to records contemplated in section 52 of the Act) to pay the prescribed fee of R50 (fifty rand) before further processing the request.

- 6.2. If the request is granted then a further access fee (determined in terms of Annexure A to the regulations promulgated in terms of the Act and available at [www.sahrc.org.za](http://www.sahrc.org.za)).
- 6.3. If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).
- 6.4. A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- 6.5. Records may be withheld until the prescribed fees have been paid.

## **7. AVAILABILITY OF THIS MANUAL**

Copies of this manual are available for inspection at the offices of Cape Value Proprietary Limited. Copies are also available from the South African Human Rights Commission and our website [www.capevalue.co.za](http://www.capevalue.co.za).