



# PAIA Manual

Effective date: 30 June 2021

Prepared in accordance with Section 51 of the  
Promotion of Access to Information Act No. 2 of 2000

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**CONTACT DETAILS**

Tel: +27 21 761 0451  
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www.realcap.co.za

**PHYSICAL ADDRESS**

1<sup>st</sup> Floor, Milton's Way  
11 Bell Crescent, Westlake Business  
Park, Westlake, 7945, CT, SA

**POSTAL ADDRESS**

Suite 762, Private  
Bag X16, Constantia,  
7848, CT, SA

**COMPANY DETAILS**

Vat No: 4070261005  
Reg No: 2011/122951/07  
FSP: 43784

**DIRECTORS**

S E Doidge  
C V Batten  
K A Mitchell

## 1) Part I: Particulars of the Private Body

*(Information required under section 51(1)(a) of the Act):*

1.1	Name of the Body	RealFin Capital Partners (Pty) Ltd
1.2	Head of the Body	Stephen Edward Doidge (Chief Executive Officer)
1.3	Information Officer	Kerry Booth
1.4	Postal Address	Suite 762 Private Bag X16 Constantia 7848
1.5	Street Address	Milton's Way 11 Bell Crescent Westlake Business Park Westlake 7945
1.6	Telephone Number	+27 21 761 1458
1.8	Web Address	www.realcap.co.za
1.9	Contact Details of Information Officer	e-mail: kbooth@realcap.co.za Phone: 021-761 1458

## 2) Part II - Description and Access to the Guide

*(Information required under section 51(1)(b) of the Act):*

A guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, inter alia at the offices of the Human Rights Commission at 29 Princess of Wales Terrace, Cnr York and St Andrews Street, Parktown and on its website at [www.sahrc.org.za](http://www.sahrc.org.za).

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### 3) Part III - Voluntary Disclosure and Automatic Availability of Certain Records

*(Copy of notice, if any, required under section 51(1)(c) of the Act):*

At this stage no notice(s) has/ have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

### 4) Part IV - Records available in accordance with any other legislation

*(Information required under section 51(1)(d) of the Act):*

- Basic Conditions of Employment No. 75 of 1997
- Companies Act No. 71 of 2008
- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
- Employment Equity Act No. 55 of 1998
- Financial Advisory and Intermediary Services Act No. 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Financial Services Board Act No. 97 of 1990
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health & Safety Act No. 85 of 1993
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991

### 5) Part V - Access to Information

*(Information required under section 51(1)(e) of the Act):*

#### 5.1 Methods of Access to Manual

RealFin Capital Partners (Pty) Ltd' web page which is accessible to anyone who has access to the Internet, contains information relating to the business operations of the Company.

#### 5.2 Subjects and categories of records held

##### 5.2.1 Companies Act records

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Director's meetings

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- Records relating to the appointment of Directors/auditor/ secretary/ public officer and other officers
- Share register and other statutory registers

### **5.2.2 Financial records**

- Annual Financial Statements
- Tax returns
- Accounting records
- Banking records
- Invoices

### **5.2.3 Other commercial and legal**

- Contracts and Agreements
- Property Leases and Agreements

### **5.2.4 Human Resources**

- Employees Personnel Information
- Educational Background
- Training and Development
- Salaries and Wages
- Contracts and Agreements
- Employment Equity

### **5.2.5 Health & Safety**

- Policies
- Accidents and Incidents Reports

Access to records may be refused on grounds specified in the Act.

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## 6) Part VI – Processing of Personal Information

The Company is a responsible party in accordance with the Protection of Personal Information Act 4 of 2013 and accordingly processes the following personal information -

Data Subjects	Information Categories	Purpose of processing	Recipients of supply of personal information
<b>Employees</b>	Financial information Tax information Identity numbers Contact information Human resources information Employment history	Human resources	Accountants/Auditors Payroll Recruitment Attorneys
<b>Clients</b>	Financial information Tax information Identity numbers Contact information	Provision of services	Accountants/Auditors Attorneys Employees Directors Banks External service providers
<b>Service Providers</b>	Financial information Tax information Identity numbers Contact information	Provision of services	Accountants/Auditors Attorneys Directors Employees Banks
<b>Shareholders</b>	Financial information Tax information Identity numbers Contact information Company structures	Compliance	Accountants/Auditors Attorneys Directors Employees Banks
<b>Directors</b>	Financial information Tax information Identity numbers Contact information	Compliance	Accountants/Auditors Attorneys Employees Banks CIPC

We are committed to ensuring that personal information is secure. In order to prevent unauthorised access or use of personal information, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

We will continuously review our security controls and processes to ensure that your personal information is secure.

### [Details on how to make a request for access: Section 51\(e\)](#)

The requester must complete Form C and submit this form together with a request fee, to the head of the private body.

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The form must be submitted to the head of the private body at his/ her address, fax number or email address.

The form must;

- Provide sufficient particulars to enable the head of the private body to identify the record(s) requested and to identify the requester;
- Indicate which form of access is required;
- Specify a postal address or fax number of the requester in the Republic;
- Identify the right that the requester 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 in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state such manner and the necessary particulars to be informed in the other manner;
- If the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

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# 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]

### 1 Particulars of private body

The Head: \_\_\_\_\_

### 2 Particulars of person requesting access to the record

**2.1** The particulars of the person who requests access to the record must be given below.

**2.2** The address and/or fax number in the Republic to which the information is to be sent must be given.

**2.3** 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:

\_\_\_\_\_

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**3** Particulars of person on whose behalf request is made

This section must be completed *ONLY* if a request *for information* is made on behalf of *another* person.

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

**4** Particulars of record

**4.1** 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.

**4.2** 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.** Description of record or relevant part of the record: \_\_\_\_\_  
\_\_\_\_\_

**2.** Reference number, if available: \_\_\_\_\_

**3.** Any further particulars of record: \_\_\_\_\_

**5** Fees

**5.1** 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.

**5.2** You will be *notified of* the amount required to be paid as the request fee.

**5.3** 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.

**5.4** If you qualify for exemption *of* the payment *of* any fee, please state the reason for exemption.

Reason for exemption from payment of fees: \_\_\_\_\_

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**6** 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
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>1 Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>2 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.</p> <p>3 The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

<b>1. If the record is in written or printed form:</b>					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
<b>2. If record consists of visual images</b> this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
<input type="checkbox"/>	listen to the soundtrack, audio cassette	<input type="checkbox"/>	transcription of soundtrack*, written or printed document		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"		
<input type="checkbox"/>		<input type="checkbox"/>	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.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

**7** 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: \_\_\_\_\_  
\_\_\_\_\_

**8** 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

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