



PAIA Manual

Effective date: 3 October 2013

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

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	Bianca Canary
1.4	Postal Address	Suite 762 Private Bag X16 Constantia 7848
1.5	Street Address	19 Braemar Road St James 7945
1.6	Telephone Number	021-709 0322
1.7	Fax Number	021-709 0461
1.8	Web Address	www.realcap.co.za
1.9	Contact Details of Information Officer	e-mail: bcanary@realcap.co.za Phone: 021-709 0322 Fax: 021-709 0461

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.

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

5.1.1 Government Gazette to be published

5.1.2 Human Rights Commission – a copy will be made available to the Commission

5.1.3 RealFin Capital Partners (Pty) Ltd web page: www.realfin.co.za

The RealFin Capital Partners (Pty) Ltd web page is accessible to anyone who has access to the Internet.

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
- 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

6. 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.

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.

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]

A Particulars of private body

The Head: _____

B Particulars of person requesting access to the record

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:

C Particulars of person on whose behalf request is made

another person.

Full names and surname: _____

Identity number: _____

D Particulars of record

to this form. The requester must sign all the additional forms.

1 Description of record or relevant part of the record: _____

2 Reference number, if available: _____

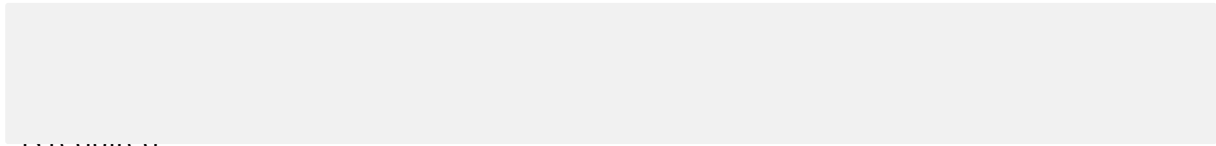
3 Any further particulars of record: _____

E Fees

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

Reason for exemption from payment of fees: _____

F Form of access to record



is required.

Disability:	Form in which record is required
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <ol style="list-style-type: none"> 1 Compliance with your request in the specified form may depend on the form in which the record is available. 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. 3 The fee payable for access for the record, if any, will be determined partly by the form in which access is requested. 	

1. If the record is in written or printed form:						
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record			
2. If record consists of visual images 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"/>	transcription of the images*	
3. If record consists of recorded words or information which can be reproduced in sound:						
<input type="checkbox"/>	listen to the soundtrack, audio cassette	<input type="checkbox"/>	transcription of soundtrack*, written or printed document			
4. If record is held on computer or in an electronic or machine-readable form:						
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"	<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.					YES	NO

G Particulars of right to be exercised or protected

[Redacted]

Form. The requester must sign all the additional forms.

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: _____

H Notice of decision regarding request for access

[Redacted]

particulars to ensure 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

CONTACT US

Suite 762, Private Bag X16, Constantia,
7848 Cape Town, South Africa

Tel: +27 21 709 0954
Fax: +27 21 709 0461

Email: enquiries@realcap.co.za
Website: www.realcap.co.za