

Section 51 Manual for Sunset Strip Property Brokers CC T/A Gideon Estates

Postal Address: Gideon Estates, Harbour Centre, Port Owen Drive, Port Owen 7365

Street Address; As Above

Telephone No. 022 783 1234, Fax No. 022 783 1004, email; office@gideonestates.co.za

A guide to accessing information is available from the Human Rights Commission, 29 Princess of Wales Terrace, Parktown and at www.sahrc.org.za

Records held by Gideon Estates

Documents of incorporation

Records relating to the appointment of auditors, public officer and other officers

Annual Financial Statements, Tax returns, Accounting Records, Banking Records, Banking Statements, Asset register, VAT, UIF, Salary Records, leave records, Training records, Training manuals.

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 CC.

The form must provide sufficient particulars to identify the records and the requester. All the above information items listed above as being available by Gideon Estates, relating to the requesting body must be included with the request in triplicate and sent by registered post.

Indicate which form of access is required and specify an email address.

Provide a detailed and sworn affidavit that explains which right the requester is seeking to protect why the request is required for the protection or exercise of that right.

If the request is being made on behalf of another person, full details as listed above relating to that person must be supplied, in triplicate and by registered post as well as the capacity of the person making the request, certified copies of their qualifications as well as references as to their character, professional standing and financial position.

The request must first be approved by the The Human Rights Commission Of South Africa and endorsed by them. It must be accompanied by the maximum fee as allowed by the act, as well as an undertaking to pay all legal, accounting, secretarial, creditworthiness and other fees incurred in the preparing and forwarding of the requested information.

Certified copies of the Identity Documents and proof of address of all parties to the request must be supplied by registered post

Artikel 51 Handleiding vir die Sunset Strip Property Brokers CC T / A Gideon Estates

Posadres: Gideon Estates, Harbour Centre, Port Owen Drive, Port Owen 7365

Street Address, soos hierbo

Telefoon No 022 783 1234, Faks No 022 783 1004, e-pos; office@gideonestates.co.za

'N gids tot toegang tot inligting is beskikbaar van die Menseregtekommissie, 29 Princess of Wales Terrace, Parktown en by www.sahrc.org.za

Rekords wat gehou word deur Gideon Estates

Dokumente van inlywing

Rekords met betrekking tot die aanstelling van ouditeure, openbare beampte en ander beamptes

Finansiële Jaarstate, belastingopgawes, rekeningkundige rekords, Banking, Banking State, bateregister, BTW, UIF, salaris, rekords, Opleiding, opleidingshandleidings verlaat.

Hoe om 'n versoek om toegang Artikel 51 E te maak

Die Versoeker moet Vorm C voltooi en stuur dit, tesame met 'n versoek fooi aan die hoof van die CC.

Die vorm moet voldoende besonderhede verskaf om die rekords en die versoeker te identifiseer. Al die bogenoemde inligting items hierbo genoem as wat beskikbaar is deur Gideon Estates, met betrekking tot die versoek moet ingesluit word met die versoek in drievoud en per geregistreerde pos gestuur.

Dui aan watter vorm van toegang verlang word en 'n e-pos adres spesifiseer.

Gee 'n gedetailleerde en beëdigde verklaring wat verduidelik watter reg wat die versoeker is op soek na te beskerm waarom die versoek wat nodig is vir die beskerming of die uitoefening van daardie reg.

Indien die versoek namens 'n ander persoon gemaak word, moet volle besonderhede soos hierbo genoem met betrekking tot daardie persoon verskaf word, in triplikaat en deur geregistreerde pos, sowel as die vermoë van die persoon wat die versoek rig, gesertifiseerde afskrifte van hul kwalifikasies asook as verwysings na hul karakter, professionele reputasie en finansiële posisie.

Die versoek moet eers goedgekeur word deur die Kommissie vir Menseregte van Suid-Afrika en onderskryf word deur hulle. Dit moet vergesel word deur die maksimum fooi, soos deur die wet toegelaat word, sowel as 'n onderneming om alle wettige, rekeningkunde, sekretariële, kredietwaardigheid en ander koste wat aangegaan is in die voorbereiding en versending van die versoek om inligting te betaal.

Gewaarmerkte afskrifte van die identiteitsdokumente en bewys van adres van alle partye aan die versoek moet per geregistreerde pos gelewer word

Sehemu ya 51 Mwongozo kwa Sunset Strip Mali Brokers CC T / Estates Gideon

Anwani ya Posta: Gideon Estates, Harbour Centre, Port Owen Drive, Port Owen 7365

Anwani; kama hapo juu

Namba ya simu 022 783 1234, Fax Namba 022 783 1004, barua pepe; office@gideonestates.co.za

mwongozo wa habari kupata kupatikana kutoka kwa Tume ya Haki za Binadamu, 29 Princess wa

Wales Terrace, Parktown na katika www.sahrc.org.za

Records uliofanyika kwa Estates Gideon

Hati ya kuingizwa

Kumbukumbu zinazohusiana na uteuzi wa wakaguzi, afisa wa umma na maafisa wengine

Taarifa ya Mwaka wa Fedha, Kodi ya mapato, Accounting Records, Banking Records, Banking Taarifa,

Mali kujiandikisha, VAT, UIF, Mishahara Records, kuacha kumbukumbu, Mafunzo ya kumbukumbu,

Mafunzo vyombo.

Jinsi ya kufanya maombi kwa ajili ya sehemu ya kupata 51 E

muhumbeli lazima kukamilisha C Fomu na kuwasilisha fomu hii, pamoja na ada ya maombi kwa mkuu wa CC.

fomu lazima kutoa maelezo ya kutosha kwa kutambua kumbukumbu na muhumbeli. Juu ya vitu taarifa zote waliotajwa hapo juu kuwa inapatikana kwa Estates Gideon, kuhusiana na mwili kuomba ni lazima iwekwe na ombi katika triplicate na kutumwa na baada ya kusajiliwa.

Ambazo zinaonyesha namna ya kupata inahitajika na kutaja anwani ya barua pepe.

Kutoa hati ya kina na ameapa kwamba anaelezea ambayo haki muhumbeli inataka kuwalinda kwa nini ombi inahitajika kwa ajili ya ulinzi au utekelezaji wa haki hiyo.

Kama ombi ni kuwa kwa niaba ya mtu mwingine, maelezo kamili kama waliotajwa hapo juu kuhusiana na mtu kwamba lazima hutolewa, katika triplicate na kwa njia ya posta registered kama vile uwezo wa mtu kufanya maombi, kuthibitishwa nakala ya sifa zao pia kama kumbukumbu kama kwa tabia zao, mtaalamu amesimama na hali ya kifedha.

ombi lazima kwanza kupitishwa na Tume ya Haki za Binadamu ya Afrika Kusini na kupitishwa na wao.

Ni lazima yaambatane na ada ya kiwango cha juu kama kuruhusiwa kwa kitendo, pamoja na ahadi ya kulipa yote ya kisheria, uhasibu, ukatibu, creditworthiness na ada nyingine zilizotumika katika kuandaa na usambazaji wa habari ombi.

Kuthibitishwa nakala ya nyaraka na uthibitisho wa anwani ya vyama vyote na ombi lazima hutolewa na baada ya kusajiliwa