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PO Box 18  
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## ST FRANCIS PROPERTY OWNERS NPC

### PAIA MANUAL

in terms of Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

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## 1. INTRODUCTION

The St Francis Property Owners NPC is authorised by the Kouga Local Municipality (KLM) to manage the SRA( Special rating Area) for the 1590 property owners (our members) contributing the SRA levy for the projects and services approved in its agreement with the KLM .

This Promotion of Access to Information Manual (“PAIA Manual”) provides an outline of the type of records and the personal information it holds, and explains how to submit requests for access to these records in terms of the Promotion of Access to Information Act 2 of 2000 (“PAIA Act”).

### Availability of this PAIA Manual

This manual is published on the Company website at <https://www.stfrancispropertyowners.com/> or alternatively, a copy can be requested from the information officer.

- Internal data access policy
  - The SFPO NPC website to contains all information that the SFPO NPC POPIA data privacy policy allows access to.
  - No internal documentation will be shared
  - No data covered by the SFPO NPC POPIA data privacy policy or POPIA will be shared

## 2. COMPANY CONTACT DETAILS

(Section 51 (1) (a))

**Persons designated/duly authorised persons:**

**Directors:**

Chairman	DW Furphy
Vice Chairman	CAW Gray
Finance	PWA Mountford
Finance	GJA Vorster (Outoing)
Technical	GJ Pienaar
Technical	CL Northwood

Technical	DA Truter
Legal	IDP Burger (Outgoing)
Finance	A Bowren (Incoming)
Finance	K Vyvyan-Day (Incoming)

**Information Officer: Lyn Aitken**

**Deputy Information Officer: Greg Miller**

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### 3. THE ACT

- The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: www.sahrc.org.za

### 4. APPLICABLE LEGISLATION

(Section 51 (1) (c)). Please note that each entity needs to assess which legislation is applicable to it and thereafter list such legislation, below is just an example for ease of reference.

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act

5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 25 of 2002	Electronic Communications and Transactions Act
9	No 2 of 2000	Promotion of Access of Information Act
10	No 30 of 1996	Unemployment Insurance Act

## 5. SCHEDULE OF RECORDS

(Section 51 (1) (d)) Please note that this is an example of a schedule of records and is not an exhaustive list and each company needs to assess their own records and list accordingly based on which are automatically available and which records would need to be requested in terms of PAIA. Information that is protected under POPIA is not included in this table.

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"> <li>• Public Project Information</li> <li>• Public Company Records</li> <li>• Media Releases</li> </ul>	Freely available on web site <a href="https://www.stfrancispropertyowners.com/">https://www.stfrancispropertyowners.com/</a>  Request in terms of PAIA.
Financial	<ul style="list-style-type: none"> <li>• Audited Quarterly and Annual. Financial Statements</li> </ul>	Freely available on web site <a href="https://www.stfrancispropertyowners.com/">https://www.stfrancispropertyowners.com/</a>

## 6. FORM OF REQUEST

(Section 51 (1) (e))

To facilitate the processing of your request, kindly:

1. Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).
2. Address your request to the Head of the Company (CEO).
3. Provide sufficient details to enable the COMPANY to identify:
  - a. The record(s) requested;
  - b. The requester (and if an agent is lodging the request, proof of capacity);
  - c. The form of access required;
  - d. The postal address or fax number of the requester in the Republic;
  - e. If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - f. The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

## 7. PRESCRIBED FEES

### (Section 51 (1) (f))

The following applies to requests (other than personal requests):

1. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
2. 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);
3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
4. Records may be withheld until the fees have been paid.
5. The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).