



UNASHAMEDLY ETHICAL
Dunbar Property Group

SPECIALISTS IN COMMERCIAL & INDUSTRIAL PROPERTY

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DUNBAR PROPERTY GROUP

Manual prepared in accordance with section 51 of the Promotion of Access to Information Act, No. 2 of 2000 ("the Act").

Part I

[Information required in terms of section 51 (1)(a) of the Act]

Name of Body : Dunbarcapex Property Solutions CC
Trading Name : Dunbar Property Group
Head of Body : Garth Wilson
Email Address of Head of Body : garth@dunbar.co.za
Postal Address : 40 Teubes Road, Kommetjie, Cape Town, 7975
Street Address : 40 Teubes Road, Kommetjie, Cape Town, 7975
Telephone Number : (021) 783 5833
Telefax Number : (086) 689 4833
Website Address : www.dunbar.co.za

(Dunbar Property Group comprises of a number of divisions incorporating Dunbar Commercial & Industrial Property, The Property Developer, Property Mart South Africa and The Underprivileged Foundation, the details of which appear on the website).

Part II

[Information required in terms of section 51 (1)(b) of the Act]

In terms of section 10 of the Act, the South African Human Rights Commission has compiled and published a guide containing such information, in an easily comprehensible form and manner, as may be reasonably required by a person who wishes to exercise any rights contemplated in the Act. It is available in all the official languages.

This 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

Further queries may be directed to:

The South African Human Rights Commission

PAIA Unit

Postal Address: Private Bag X2700, Houghton, 2041

Telephone: (011) 484-8300

Telefax: (011) 484-0582

Website : www.sahrc.org.za

E-mail : paia@sahrc.org.za

The Latest Notice In Terms Of Section 52(2) (If any):

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.

Part III**[Information required in terms of section 51 (1)(c) of the Act]**

No notice in terms of this section has been published. Certain records are however freely available on the Body's website.

Part IV**[Information required in terms of section 51 (1)(d) of the Act]**

Where applicable, records are kept in accordance with the following legislation:

Human Resources

Employment Equity Act, 55 of 1998

Basic Conditions of Employment Act, 75 of 1997

Compensation for Occupational Injuries and Diseases Act, 130 of 1993

Labour Relations Act, 68 of 1995

Unemployment Insurance Contribution Fund Act, 4 of 2000

Unemployment Insurance Fund Act, 63 of 2001

Skills Development Levies Act, 9 of 1999

Finance

Companies Act, 61 of 1973

Income Tax Act, 58 of 1962

Value Added Tax Act, 89 of 1991

Part V**[Information required in terms of section 51 (1)(e) of the Act]**General Documents

leases; rental agreements; sale agreements; internal and external correspondence; monthly management accounts; insurance contracts; financial statements; minutes of meetings; registered trade marks or patents

Purchasing documents

contracts with suppliers; receipts and invoices

Information technology records

software manuals and installation instructions; licensing documentation; maintenance agreements

Human Resources Documents

Employment contracts; independent contractor agreements; conditions of employment; disciplinary procedures

Part VI

[Information required in terms of section 51 (1)(f) of the Act]

No additional information has to date been prescribed in terms of this section.

Part VII

Requests for records

The Act requires that requests for records must be made in the prescribed form, form C, which can be found at www.sahrc.org.za, or www.doj.gov.za. The form is also available at the contact address or can be downloaded from the website ([Click Here for Form C](#)).

A request must be sent to the contact address or to the fax or e-mail address listed.

Sufficient detail must be provided in the request from to enable the head of the Body to easily identify:

- ◆ The record required
- ◆ Which form of access is required
- ◆ The right that is sought to be exercised or protected
- ◆ How the requester wishes to be informed
- ◆ It must specify the postal address or the fax number of the requestor

If a request is being made on behalf of another person proof must be submitted of the capacity in which the requester is making the request.

The request for a record will be responded to within 30 days of receipt of the request. Please note that a request may be refused on the grounds contained in the Act.

The Act requires the Head of the Body in certain circumstances to notify the requester to pay the prescribed request fee, before further processing the request. A request for personal information about oneself is not subject to a request fee. If the request for access to a record is granted, payment of a further access fee may be required for any reasonable time required in excess of the prescribed hours for reproduction, search and preparation of the record. The prescribed fees are available at www.sahrc.org.za, or www.doj.gov.za.

Part VIII

Availability of manual

This manual can be found on the Body's website at <http://www.dunbar.co.za/PAIA-Manual.pdf> and is available for inspection, free of charge, at the offices of the Body. It has also been submitted to the South African Human Rights Commission.