

John Trevor (Pty) Ltd

**PROMOTION OF ACCESS TO INFORMATION ACT
SECTION 51 MANUAL**

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1 INTRODUCTION

John Trevor Pty Ltd is a long term property Management and Construction Company which provides building maintenance to the John Trevor Group of Companies. **John Trevor Pty Ltd** supports the constitutional right of access to information and we are committed to provide you access to our records in accordance with the provisions of the Act, the confidentiality we owe third parties and the principles of South African law.

2 CONTACT DETAILS (SECTION 51 (1) (A))

Name of Private Body	JOHN TREVOR (PTY) LTD.
Designated Information Officer	<i>Peter Hund</i>
Email address of Information Officer	<i>info@jt.co.za</i>
Postal address	PO Box 65134, Benmore 2010
Street address	133 Tenth Street Parkmore 2146
Phone number	011 883 0420
Fax number	011783 2505

3 HOW TO ACCESS THE GUIDE AS DESCRIBED IN SECTION 10 OF 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 X2700, Houghton, 2041
Telephone Number:	+27-11-877 3803
Fax Number:	+27-11-403 0625
Website:	www.sahrc.org.za

4 APPLICABLE LEGISLATION (SECTION 51 (1) (C))

Information is available in terms of the following legislation to the persons or entities specified in such legislation:

Companies Act 71 of 2008

Income Tax Act 58 of 1962

Value Added Tax Act 89 of 1991

Labour Relations Act 66 of 1995

Basic Conditions of Employment Act 75 of 1997

Employment Equity Act 55 of 1998

Skills Development Levies Act 9 of 1999

Unemployment Insurance Act 30 of 1966

5 RECORDS HELD BY JOHN TREVOR (PTY) LTD.

JOHN TREVOR (PTY) LTD. maintains records on the following categories and subject matters. **However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured.** All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act. The prescribed form can be accessed by using the following hyperlink: [InfoRegSA-PAIA-Form02-Reg7.pdf](#)

<u>Records</u>	<u>Availability</u>
CM 22 - Notice of Registered Office and Postal Address of Company	Freely available at offices of John Trevor
CM 29 – Contents of Register of Directors, Auditors and Officers	Freely available at offices of John Trevor
Memorandum of Incorporation	Not available
Share Certificates	Not available
Certificate of Incorporation No: 1972/002826/07	Freely available at offices of John Trevor
Income Tax Reference No: 9310/534/84/8	Freely available at offices of John Trevor
VAT Registration No. 403 011 7958	Freely available at offices of John Trevor
Financial Statements	Not Available
Financial and Tax Records (Company & Employees)	Not Available
Asset Register	Not Available
Management Accounts, Personnel Records & Customer Records	Not Available

6. Requests for access to records held by John Trevor Pty Ltd must be made on the request forms that are available from our website and office, or using the following hyperlink: [InfoRegSA-PAIA-Form02-Reg7.pdf](#)

A request fee may be payable (the schedule of fees can be accessed [here](#)). You can submit a request without paying the request fee but please note that payment of the prescribed fees must be made before the request will be processed.

FEES (Section 51 (1) (f)).

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

6.2 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;

6.3 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);

6.4 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

6.5 Records may be withheld until the fees have been paid.

6.6 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

Requests for access to records must be made to our Information Officer at the address, fax number or electronic mail address provided for below.

The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

The requester must identify the right that he or she 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 a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer of JOHN TREVOR (PTY) LTD.

The standard form that must be used for the making of requests can be accessed [here](#). Not using this form could cause your request to be refused (if you do not provide sufficient information or otherwise) or delayed.

Kindly note that all requests to JOHN TREVOR (PTY) LTD. will be evaluated and considered in accordance with the Act. Publication of this manual and describing the categories and subject matter of information held by JOHN TREVOR (PTY) LTD. does not give rise to any rights (in contract or otherwise) to access such information or records except in terms of the Act.

7. AVAILABILITY OF THIS MANUAL

A copy of this Manual is available by sending a request for a copy to the Information Officer by email. The Manual may also be obtained from our head office or the South African Human Rights Commission ("SAHRC") at the addresses set out below or from the Government Printers. This Manual will be updated from time to time, as and when required.