

Cape Union Mart Properties Proprietary Limited

Registration number: 1983/008021/07

("the Company")

Manual

Prepared in terms of Section 51 of

The Promotion of Access to Information Act 2 of 2000

("the Act")

Introduction

The company is a property owning company that owns one property. This is the Manual required by the Act to assist persons in obtaining information from the Company, as provided for in the Act.

Contact Details

The Information Officer - Cape Union Mart Properties Proprietary Limited

Postal address : P.O. Box 2545 cape Town 8000
Street address : 34 – 40 Barrack Street, Cape Town 8001
Telephone : 021 464 5800
Fax : 021 461 8774

The South African Human Rights Commission Guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: 011 484-8300
Fax: 011 484-0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

Records available in terms of other legislation:

Income Tax Act 58 of 1962
Companies Act 61 of 1973
Value Added Tax Act 89 of 1991

Access to records held by the Company

Note: This section of the Manual sets out the subject and categories of records held by the Company. The inclusion of any subject or category of records should not be taken as an indication that records falling within those subjects and/or categories will be made available under the Act. In particular, certain grounds of refusal as set out in the Act may be applicable to a request for such records.

Statutory Company information

Memorandum and articles of association
Incorporation forms

Constitution of the Company

The share register
Register or list of directors
Minute books

Financial records

Accounting records, books and documents
Interim and annual financial reports
Tax returns

Insurance

Insurance policies taken out for the benefit of the Company

Fixed and movable property records

Title deeds of land owned by the Company
Agreements for the lease of land
Building Plans
Purchase agreement

Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form. These forms are available from:

- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za)

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.