

## Manual [PAIA]

### Accessing our information

Our Manual in terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

#### Preamble

The promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a listed entity compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

#### Introduction to: EMIRA PROPERTY FUND:

Emira Property Fund is a portfolio created under a Collective Investment scheme in property in terms of the Collective Investment Schemes Control Act. The Fund is managed by Strategic Real Estate Managers (Pty) Ltd, which is approved by the Registrar of Collective Investment Schemes to manage the Fund.

Emira Property Fund, as a "property unit trust" has compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession, which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information, which we possess.

You will also be shown the correct procedure to follow should you require access to any of this information.

#### Section A – Our details:

FULL NAME OF ENTITY:	EMIRA PROPERTY FUND
REGISTRATION NO:	REGISTERED AS A TRUST IN TERMS OF THE COLLECTIVE INVESTMENT SCHEMES CONTROL ACT, No. 45 of 2002
REGISTERED ADDRESS:	1ST FLOOR, OPTIMUM HOUSE, EPSOM DOWNS OFFICE PARK, 13 SLOANE STREET, BRYANSTON, 2191
POSTAL ADDRESS:	PO BOX 69104, BRYANSTON, 2021
TELEPHONE NUMBER:	(011) 028-3100 (011) 028-3100 FREE / 3120
FAX NUMBER:	(011) 028-3140
CEO:	JAMES WILLIAM ANDREW TEMPLETON
DESIGNATED INFORMATION OFFICER:	GEOFFREY MICHAEL JENNETT
E-MAIL ADDRESS OF INFORMATION OFFICER:	gjennett@emira.co.za
WEBSITE:	www.emira.co.za

## Section B - The official 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 the Act. A copy of the Act may be obtained by contacting the South African Human Rights Commission:

Post:	South African Human Rights Commission Promotion of Access to Information Act Unit Research and Documentation Department Private Bag 2700 Houghton 2041	
Tel:	(011) 877-3600	(011) 877-3600 FREE
Fax:	(011) 403-0684	
Website:	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>	
E-mail:	<a href="mailto:PAIA@sahrc.org.za">PAIA@sahrc.org.za</a>	

## Section C - Information available in terms of the Act

Categories of information:

We hold the following categories of information:

STATUTORY INFORMATION:	MARTIN HARRIS
ACCOUNTING RECORDS:	GEOFF JENNETT
EMPLOYEE RECORDS:	JAMES TEMPLETON
PENSION & RETIREMENT FUNDING RECORDS:	JAMES TEMPLETON
HEALTH & SAFETY RECORDS:	ULANA VAN BILJON
TITLE DEEDS & LEASES:	GEOFF JENNETT
AGREEMENTS & CONTRACTS:	JAMES TEMPLETON
TAXATION:	GEOFF JENNETT
LEGAL:	JAMES TEMPLETON
INSURANCE:	JAMES TEMPLETON ULANA VAN BILJON
INFORMATION TECHNOLOGY:	GEOFF JENNETT
SALES & MARKETING:	JAMES TEMPLETON

### Procedure for requesting access to the above information:

If you wish to request access any of the above categories of information, you are required to complete a request form as set out in Annexure "A" hereto.

These forms are available from our information officer: Geoff Jennett Tel: (011) 028-3115 (011) 028-3115 FREE or e-mail [gjennett@emira.co.za](mailto:gjennett@emira.co.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 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.

**Section D - Information available in terms of other legislation:**

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

ADMINISTRATION OF ESTATES ACT NO. 66 OF 1965
BANK ACT NO. 94 OF 1990
BASIC CONDITIONS OF EMPLOYMENT ACT NO. 75 OF 1997
COLLECTIVE INVESTMENT SCHEMES CONTROL ACT, No. 45 of 2002
COMPANIES ACT NO. 61 OF 1973
COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT NO. 130 OF 1993
COMPETITION ACT NO. 89 OF 1998
CREDIT AGREEMENTS ACT
CUSTODY AND ADMINISTRATION OF SECURITIES ACT
CUSTOMS AND EXCISE ACT
DEBT COLLECTORS ACT
EMPLOYMENT EQUITY ACT
FINANCIAL INTELLIGENCE CENTRE ACT
FINANCIAL MARKETS CONTROL ACT
INCOME TAX ACT
LABOUR RELATIONS ACT
OCCUPATIONAL HEALTH AND SAFETY ACT
PREVENTION OF ORGANISED CRIME ACT
PUBLIC FINANCE MANAGEMENT
SECURITY OFFICERS ACT
SHORT-TERM INSURANCE ACT
STOCK EXCHANGES CONTROL ACT
TRANSFER DUTY ACT
UNEMPLOYMENT INSURANCE ACT
UNIT TRUSTS CONTROL ACT
INSOLVENCY ACT
MACHINERY AND OCCUPATIONAL SAFETY ACT
MUTUAL BANKS ACT
NATIONAL PAYMENT SYSTEMS ACT
STAMP DUTIES ACT
VALUE-ADDED TAX ACT

See Form C to be completed and submitted to the designated Information Officer by person requesting information:

### **Section E – Information automatically available:**

The following categories of records are automatically available for inspection, purchase or photocopying. In other words, you need not request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer: Peter Thurling, whose contact details appear in section A of this manual:

1. Newsletters
2. Booklets
3. Pamphlets / Brochures
4. Annual Reports
5. Posters
6. Other literature intended for public viewing

**Section F – General:**

Emira Property Fund is a property unit trust in terms of the Collective Investment Schemes Control Act, No. 45 of 2002. The fund is managed by Strategic Real Estate Managers (Pty) Ltd (“STREM”), which is approved by the Registrar of Collective Investment Schemes to manage the fund.

**FORM C**

**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

[Section 53 (1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000)]

[Regulation 10]

A. Particulars of private body

The Head:

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B. Particulars of person requesting access to the record

- *The particulars of the person who requests access to the record must be given below*
- *The address and/or fax number in the Republic to which the information is to be sent must be given*
- *Proof of the capacity in which the request is made, if applicable, must be attached*

Full names and surname:

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Identity Number:

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Postal address:

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Fax number:

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Telephone number:

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E-mail address:

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Capacity in which request is made, when made on behalf of another person:

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**C. Particulars of person on whose behalf request is made**

This section must be complete ONLY if a request is made on behalf of another person.

Full names and surname:

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Identity number:

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**D. Particulars of record**

- *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located*
- *If the provided space is inadequate, please continue on a separate folio and attach it to this Form.*

The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

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2. Reference number if available:

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**E. Fees**

- *A request for access to a record , other than a record containing personal information about yourself, will be processed only after a request fee has been paid*
- *You will be notified of the amount required to be paid as the request fee*
- *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record*
- *If you qualify for exemption of the payment of any fee, please state the reason for exemption*

Reason for exemption from payment of fees:

#### **F. Form of access to record**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required

Disability:

Form in which record is requested:

Mark the appropriate box with an X.

#### **NOTES:**

- Compliance with your request in the specified form may depend on the form in which the record is available
- Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form
- The fee payable for access to the record, if any, will be determined partly by the form in which access is requested

1. If the record is in written or printed form:

copy of record\*  inspection of record

2. If record consists of visual images

(this includes photographs, video recordings, computer-generated images, sketches etc.):

view the images  copy the images\*  transcription of the images\*

3. If record consists of recorded words or information which can be reproduced in sound:

listen to the soundtrack (audio cassette)  transcription of soundtrack\*

(written or printed document)

4. If record is held on computer or in an electronic or machine-readable form:

printed copy of record  printed copy of information derived from the record\*  copy in computer readable form\* (stiffy or compact disc)

\*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

Postage is payable.

YES  NO

#### **G. Particulars of right to be exercised or protected**

If the provided space is inadequate, please continue on a separate folio and attach it to this form.

The requester must sign all the additional folios.

1. Indicate which right is to exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

**H. Notice of decision regarding request for access:**

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

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**SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE**