

New Northwest Property Management (Pty) Ltd

(Registration Number: 1986/001725/07)

Manual in terms of section 51 of the Promotion of
Access to Information Act, 2 of 2000

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

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(Registration number: 1986/001725/07)

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF NEW NORTHWEST PROPERTY MANAGEMENT (PTY) LTD (REGISTRATION NUMBER: 1986/001725/07)

1. CONTACT PARTICULARS

Head of business:	Mr. H F Van der Walt	Information officer:	Hercules van der Walt
Deputy Information officer(s):	Jacomina Dalina Smit		
Postal Address:	P O Box 48910 Roosevelt Park Johannesburg 2129	Physical Address:	Unit 2 Tijger Valley Office Park 94 Pony Street Silver Lakes 0081
Telephone Number:	012 065 0136	Fax Number:	0862406049
E-mail Address:	om@newnorthwest.co.za		
Website:	www.newnorthwest.co.za		

2. INTRODUCTION

The nature of the business of the company is general marketing and promotional agents, property management agents, estate agents and related services.



3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

The Guide is available from the website of the Information Regulator. Please direct enquiries to:
The Information Regulator (South Africa)

Postal Address	P O Box 31533 Braamfontein 2017
Telephone	+27 10 023 5200
Email	enquiries@inforegulator.org.za
Website	http://www.inforegulator.org.za/

4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from New Northwest Property Management (Pty) Ltd, www.newnorthwest.co.za.

5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Employment Equity Act 55 of 1998
- Employment Services Act 4 of 2014
- Employment Tax Incentive Act 26 of 2013
- Estate Agents Affairs Act of 112 of 1976
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information Act 2 of 2000
- Property Practitioners Act, 22 of 2019
- Protection of Personal Information Act 4 of 2013
- Sectional Titles Schemes Management Act 8 of 2011
- Sectional Titles Act of 95 of 1986
- Tax Administration Act 28 of 2011
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991



6. INFORMATION AUTOMATICALLY AVAILABLE

- www.newnorthwest.co.za

7. INFORMATION AVAILABLE IN TERMS OF THE ACT - ON REQUEST

Statutory Business Records

- Certificate of Incorporation
- Memorandum of Incorporation
- Minutes of Shareholders Meetings
- Minutes of Directors Meetings
- Minute Books
- Resolutions Passed at Meetings

Accounting Records

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Cash books and petty cash books
- Tax returns and assessments
- VAT returns
- Budgets and business plans
- Auditor's reports

Insurance

- Insurance policies

Legal, Agreements and Contracts

- Contracts, including lease agreements and finance agreements

Personnel Records

- Attendance register
- Disciplinary records
- Employee evaluation and performance records
- Employee information records
- Employee loans
- Employment contracts
- Personnel File
- UIF, PAYE and SDL returns
- Workmen's Compensation Documents



8. GENERAL

N/a

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of New Northwest Property Management (Pty) Ltd, or can be accessed on www.justice.gov.za/inforeg. The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.

Please 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.

10. PRESCRIBED FEES

- A requestor is required to pay the prescribed fees before a request will be processed;
- 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);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit
- Records may be withheld until the fees have been paid.
- The fee structure is available on the website of the Information Regulator at <http://www.inforegulator.org.za/>

11. PROTECTION OF PERSONAL INFORMATION PROCESSED

COMPANY is committed to protecting the privacy of personal information of our data subjects. The information you share with us as a data subject allows us to provide you with the best experience with our products and services, or as a stakeholder.

COMPANY has dedicated policies and procedures in place to protect all personal information collected and processed by us. Please read below for more information on how we collect, process, use and disclose personal information.

11.1 The purpose of processing of personal information

We process personal information for various reasons, including but not limited to the following:

- Manage customers
- To maintain customer records
- Employment purposes
- Financial and tax purposes
- Health and safety purposes
- To help us detect and prevent fraud and money laundering under FICA

11.2 Data subject categories and personal information processed

Customers	e-mail address Financial history Gender ID number Physical address Race Telephone number
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11.3 Recipients with whom personal information is shared

In processing your personal information, we may share it within the group of companies or with other third parties. These include but are not limited to:

- Statutory authorities
- Law enforcement agencies
- Tax authorities
- Payment processors
- Email management and distribution tools

11.4 Security measures implemented to protect personal information

We have identified our security risks over the personal information we process in line with the Protection of Personal Information Act, and we have implemented various security measures to ensure reasonable protection against the risk of loss, misuse, unauthorised access and disclosure, alteration and destruction of the personal information.

We also take steps to ensure that operators that process personal information on behalf of company name apply adequate safeguards as outlined above.

11.5 Trans-border flows of personal information

We may transfer to, and store personal information we collect about you, in countries other than South Africa, if the relevant business transactions or situation requires trans-border processing. These countries may not have the same data



protection laws as South Africa, and in this instance, we will only transfer the information if we have consent from you, or it is necessary for the performance or conclusion of a contract between us.

11.6 Personal information received from third parties

When we receive personal information from a third party on behalf of a data subject, we require confirmation that they have written consent from the data subject that they are aware of the contents of this PAIA manual and the Privacy Policy, and do not have any objection to our processing their information in accordance with this policy.

Where information on third parties is provided by a data subject, or a third party provides information on a data subject, that information may be taken into account with other personal information.

11.7 Data Breaches

Where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person, NEW NORTHWEST PROPERTY MANAGEMENT (PTY) LTD shall notify:

- a) the Regulator; and
- b) the data subject, unless the identity of such data subject cannot be established.

The notification will be made as soon as reasonably possible after the discovery of the compromise, taking into account the legitimate needs of law enforcement or any measures reasonably necessary to determine the scope of the compromise and to restore the integrity of the responsible party's information system.

12. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of New Northwest Property Management, form the Information Regulator and www.newnorthwest.co.za.

Signature Head of Business:  _____

Date: 27 June 2024