

Invitation Homes Management (Pty) Ltd

Registration number 2018/354832/07

Registered with PPRA

The Company

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

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1. INTRODUCTION

Invitation Homes Management is a Residential and Commercial Letting Agent

We are authorized to conduct our business in terms of The Sectional Title Scheme Management Act Nr 8 of 2011, Rental Housing Act Nr 50 of 1999, CSOS Regulations, Property Practitioners Authority, National Association of Management Agents.

2. COMPANY CONTACT DETAILS

Duly Authorised Company Official(s):

Director: Jacques du Preez
Telephone Number: 021 981 8090
Email: Info@invitationhomes.co.za

3. THE ACT

- 3.1** 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.
- 3.2** 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.
- 3.3** 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 2700, Houghton, 2041
Telephone Number: +27-11-877 3600
Fax Number: +27-11-403 0625
Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 13 of 2006	Older Persons Act
8	No 8 of 2011	Sectional Title Schemes Management Act
9	No 65 of 1988	Housing Development Schemes for Retired Persons Act
9	No 37 of 2002	Financial Advisory and Intermediary Services Act
10	No 75 of 1997	Basic Conditions of Employment Act
11	No 69 of 1984	Close Corporations Act
12	No 25 of 2002	Electronic Communications and Transactions Act
13	No 2 of 2000	Promotion of Access of Information Act
14	No 30 of 1996	Unemployment Insurance Act
15	No 50 of 1999	Rental Housing Act

5. Schedule of Records

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none">• Public Product Information• Public Corporate Records• Media Releases	Freely available on web site www.invitationhomes.co.za
Financial	<ul style="list-style-type: none">• Financial Statements• Financial and Tax Records (Company & Employees)• Asset Register• Management Accounts	Not available. Not available. Not available. Not available.
Marketing	<ul style="list-style-type: none">• Market Information• Public Customer Information:<ul style="list-style-type: none">◦ Product Brochures◦ Owner Manuals• Field Records• Performance Records• Product Sales Records• Marketing Strategies• Customer Database• Dealer Franchise Documents	Limited Information available on web site. (see above) Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA

6. FORM REQUEST

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za. (See attached)
- 6.2** Address your request to the Managing Director.
- 6.3** 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) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) 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.

7. PRESCRIBED FEES

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

- 7.1** A requestor is required to pay the prescribed fees before a request will be processed;
- 7.2** 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);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

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