

AMAZING LOCATIONS (PTY)LTD
SECTION 51 MANUAL
PROMOTION OF ACCESS TO INFORMATION ACT

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A. INTRODUCTION
Main Business

Marketing and management of the largest and most comprehensive portfolio of private homes and commercial spaces in South Africa to the film & stills industry for film & photographic shoots.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Head of the body : Julia Finnis Bedford

Postal address:
Suite 442
Private Bag X16
Constantia
7848

Street Address:
69 Roodebloem Rd
Woodstock
7925

Telephone number : 021 447 1902
Fax number : 021 448 6422
Email address: info@amazingspaces.co.za

2. The section 10 Guide on how to use the Act

The Guide will, according to the South African Human Rights Commission (SAHRC), be available for inspection at the offices of the SAHRC. Please direct any Queries to:

The South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department

Postal address : Private Bag 2700
Houghton
2041

Telephone : +27 11 484-8300
Fax : +27 11 484-7146
Website : www.sahrc.org.za
E-mail : PAIA@sahrc.org.za

Records available in terms of any other legislation

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act, 2008
3. Income Tax Act No. 95 of 1962
4. labour Relations Act No. 66 of 1995
5. Skills Development levies Act No.9 of 1999
6. Skills Development Act No. 97 of 1998
7. Unemployment Contributions Act No.4 of 2002
8. Unemployment Insurance Act No. 63 of 2001
9. Value Added Tax Act No. 89 of 1991

3. Access to the records held by AMAZING LOCATIONS (Pty)Ltd

i. Information readily available

Newsletters

ii. Records that may be requested:

Constitution

List of Directors/Members

iii. The request procedures:

Form of request:

- . The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- . The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- . The requester must identify the right that is sought to be exercised or to be protected 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 another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- . The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- . The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- . After the head of the private body has made a decision on the request, the requester must be notified in the required form.

- . If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

4. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

5. Availability of the manual

The manual is also available for inspection during office hours at the offices of AMAZING LOCATIONS (Pty)Ltd free of charge. Copies are available from the SAHRC and on our website amazingspaces.co.za.

Annex: Request Form For Access to a Record

This form may be sent via post, fax or electronic mail to:

Julia Finnis-Bedford
MANAGING DIRECTOR
AMAZING LOCATIONS (PTY) LTD

Postal Address:	Physical Address:
Suite 442	69 Roodebloem Road
Private Bag X16	Woodstock
Constantia	7925
7848	

Fax: +27 (0)21 448 6422
Email: info@amazingspaces.co.za

Name of Requester: _____

Postal Address: _____

Physical Address: _____

Email Address: _____

Telephone Number: _____

Mobile Number: _____

Fax Number: _____

Record Requested: _____

Form of Access Required: _____

Requested Method of Communication: _____

Please identify the right that is sought to be exercised or protected:

Please state why the requested record is required for the exercise or protection of that right: _____

If the request is made on behalf of another person, kindly submit proof of the capacity in which you are making the request by form of signed letter and a copy of the person's I.D. document, stamped and signed by a Commissioner of Oaths.