

BELLBUOY (PTY) LIMITED

t/a THE BELLBUOY GROUP

2012/019786/07

ACCESS TO INFORMATION MANUAL (PRIVATE BODY)

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT 2 OF 2000 (“PAIA”)**



Table of contents

	Page
Preamble	
.....	3
Introduction to this private body	
.....	4
Section A – Our details.....	6
Section B – The official guide	6
Section C – Information available in terms of the Act	7 - 9
Section D – Information available in terms of other legislation	10
Section E – Information automatically available	11
Section F – General	12



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 private body, 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 this private body

We, as a private body, have 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.

BELLBUOY offers:

- Management and Administration of Sectional Title Schemes, Homeowners Associations, Share block Schemes, Retirement Villages / Life Right Schemes;
- Residential and commercial collections and administration;
- Resale of Properties;
- Business Accounting Services;

and is equipped to deal with all aspects involved in the management of communal properties.

BELLBUOY was formed initially in 1996 as a close corporation by two prominent local businessmen who saw the need for personalised yet efficient and professional management for property developments offering communal ownership as well as the affiliated aspects of rental collection and property sales. The close corporation was managed by a General Manager who in 2006 became a shareholder and member. On 3 February 2012 the close corporation was converted to a (Pty) Limited company.

BELLBUOY is well-gearred to deal with all the pre-planning necessary in establishing a new development, including calculation of initial levies and the like as well as phased requirements and other regulations peculiar to communal housing. A working knowledge of the various Acts involved is essential as well as ongoing monitoring of changes to relevant legislation.

BELLBUOY is managed by Joint Managing Directors. Well qualified teams ensure that the relevant divisions provide professional service to the company clients. The company enjoys excellent office facilities with boardrooms available for meetings. They constantly monitor and update their networking / computer systems as well as software in order to comply with current regulations and requirements. The web portal allows clients access to data relevant to their property which is updated on a daily basis.

BELLBUOY is a member of the Estate Agency Affairs Board and the National Association of Managing Agents and adheres to the ethics and Codes of Conduct of these Associations. BELLBUOY is also registered with the Debt Collectors' Council as required by statute.



Section A – Our details

Full name : Bellbuoy (Pty) Limited t/a The Bellbuoy Group

Registration number : 2012/019786/07

Registered Address : Erf 2931, 200 Norvic Drive, Greenacres, Port Elizabeth

Postal Address : P O Box 7660, Newton Park, 6055

Telephone number : 041 374 4444

Shareholders : Garry Shaun McWilliams
Michael Charles White
Shannon-Lee Moore-Barnes
Ryan Moore-Barnes
Chantel Van Heerden

Directors : Garry Shaun McWilliams
Michael Charles White
Shannon-Lee Moore-Barnes
Chantel Van Heerden

Public Officer : Yvette King

Designated Information Officer : Yvette King

e-mail address of Information Officer : fm@bellbuoy.co.za

Website : www.bellbuoy.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.

The guide will contain the following information:

The objects of the Act

Particulars of the information officer of every public body

Particulars of every private body as are practicable

The manner and form of a request for access to information held by a body

Assistance available from both the information officer and the Human Rights Commission in terms of this Act

All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application

Schedules of fees to be paid in relation to requests for access to information

Regulations made in terms of the 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: 011 877 3600 (switchboard)

Facsimile: 011 403 0668

Website: www.sahrc.org.za

e-mail: PAIA@sahrc.org.za



Section C – Information available in terms of the Act

1. Categories of information – we hold the following categories of information:

(a) Statutory Private Company information as follows:

- a. CoR18.3 – Registration certificate
- b. CoR39 – Certificate of directors details / amendments
- c. Minute books
- d. Resolutions passed at meetings
- e. Annual financial statements, including annual accounts and the report of the accounting officer
- f. Accounting records, including supporting schedules to accounting records and ancillary accounting records

(b) Accounting Records:

- a. Books of account including journals and ledgers
- b. Invoices, statements, receipts, vouchers and other relevant documentation

(c) Statutory employee records:

- a. Employees' names and occupations
- b. Time worked by each employee
- c. Remuneration paid to each employee
- d. Date of birth of each employee
- e. Salary and wages register
- f. Staff records (after date of employment ceases)
- g. Copies of Staff IRP5 certificates
- h. Medical aid records
- i. Leave records
- j. PAYE, UIF and SDL records

(d) Other employee records:

- a. Employee contracts
- b. Incentive schemes
- c. Study assistance schemes
- d. Maternity leave policy
- e. Memorandum of conduct guidelines

(e) Movable property:

- a. Asset register

- b. Finance and lease agreements

- (f) Intellectual property:
 - a. Logo and trading name
 - b. Templates drawn up specifically for company usage

- (g) Agreements and contracts:
 - a. Management agreements concerning provision of services
 - b. Rental lease
 - c. Sales agreement

- (h) Taxation and other statutory compliances:
 - a. Copies of all income tax returns and other tax returns and documentation
 - b. VAT records
 - c. Regional Service levies records

- (i) Insurance (must be noted that we merely keep records and carry out acceptable administrative tasks – all other insurance handling will be carried out by brokers / insurers):
 - a. Insurance policies and details of cover, limits and insurers
 - b. Claims records where provided

- (j) Information technology:
 - a. Hardware
 - b. Operating systems
 - c. Telephone exchange equipment
 - d. Telephone lines, leased lines and date lines
 - e. Software packages
 - f. Disaster recovery
 - g. Internal systems support and programming / development
 - h. Capacity and utilization of current systems

- (k) Sales and marketing:
 - a. Clients – presentation of services documentation



2. 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:

- our information officer (refer contract details in section A of this manual);
- 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 requested 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:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 71 of 2008
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Debt Collectors' Act No. 114 of 1998
- Employment Equity Act No. 55 of 1998
- Estate Agency Affairs Act No. 112 of 1976
- Financial Intelligence Centre Act No. 38 of 2001
- Housing Development Schemes for Retired Persons Act No. 65 of 1988
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Rental Act No. 50 of 1999
- Sectional Titles' Act No. 95 of 1986
- Sectional Titles Scheme Management Act 8 of 2011
- Community Scheme Ombud Service Act 9 of 2011
- Share Blocks Control Act No. 59 of 1980
- Skills Development Act No. 9 of 1999
- Stamp Duties Act No. 77 of 1968
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Value-added Tax Act No. 89 of 1991



Section E – Information automatically available

Records from the CIPC and those displayed on our website are automatically available for inspection, purchase or photocopying. In other words you do not need to 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, whose contact details appear in Section A of this manual.



Section F – General

Anyone wishing to obtain more information pertaining to Bellbuoy (Pty) Limited should contact the information officer, Yvette King, via email to fm@bellbuoy.co.za

POPI

This manual evinces compliance with the Promotion of Access to Information Act 2000 (Act No. 2 of 2000). Kindly note, however, that in dealing with requests formulated in accordance with the provisions of the Promotion of Access to Information Act (Act No. 2 of 2000) regard will also be given to the provisions of the Protection of Personal Information Act and any requests for information will be processed in accordance with the Promotion of Access to Information Act read with the Protection of Personal Information Act. The scheme is thus compliant with the provisions of the Promotion of Access to Information Act and provisions of the Protection of Personal Information Act.

Submitted by the duly appointed Information Officer who consents to the display of their information within this manual.



Signature Information Officer:

Date: 1 June 2023
