



PROMOTION OF ACCESS TO INFORMATION MANUAL

May 2023



SESIKILE CAPITAL
Property Investments

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Sesfikile Capital (Pty) Ltd is an Authorised Financial Services Provider. FSP number: 39946



1. DEFINITIONS

- 1.1. **Company** means Sesfikile Capital (Pty) Ltd is an authorised financial services provider in terms of FAIS and regulated by the FSCA with FSP number 39946;
- 1.2. **Data Subject** means the person to whom the Personal Information relates;
- 1.3. **FAIS** means the Financial Advisory and Intermediary Services Act, 37 of 2002;
- 1.4. **FSCA** means the Financial Sector Conduct Authority;
- 1.5. **FSP** means financial services provider;
- 1.6. **Information Regulator** means the Office of the Information Regulator as established in terms of section 39 of POPIA, to monitor and enforce compliance with both POPIA and PAIA;
- 1.7. **PAIA** means the Promotion of Access to Information Act, 2 of 2000, as amended;
- 1.8. **Personal Information** means any information relating to an identifiable natural person, or to the extent applicable, a juristic person. This includes, but is not limited to information relating to race, gender, sex, pregnancy, marital status, ethnic and social origin, colour, sexual orientation, age, physical or mental health, religion, disability, language, information relating to educational, medical, financial, criminal or employment history, any identifying number, email address, physical address, telephone number, location information, online identifier or biometric Personal Information;
- 1.9. **POPIA** means the Protection of Personal Information Act, 4 of 2013;
- 1.10. **Process or Processing** means any activity concerning Personal Information including the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use, dissemination by means of transmission, distribution or making available in any other form, or merging, linking, as well as restriction, degradation, erasure or destruction of information;
- 1.11. **Record/s** means any recorded information regardless of the form, including, for example, written documents, audio, digital and video materials. A Record requested from a public or private body refers to a Record that is in that body's possession regardless of whether that body created the Record;



- 1.12. **Responsible Party** means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for Processing Personal Information.

2. INTRODUCTION

- 2.1. The Company has two strategies namely South African listed property, investing in companies on the JSE, and offshore developed market listed property, investing in companies in global developed markets including USA, Canada, Europe, UK, Japan, Hong Kong, Singapore and Australia.

3. PURPOSE OF PAIA MANUAL

- 3.1. This PAIA Manual may be used by the public to:
- 3.1.1. Check the categories of Records held by the FSP that are available without having to submit a formal PAIA request;
 - 3.1.2. understand how to make a request for access to a Record of the FSP, by providing a description of the subjects on which the FSP holds Records and the categories of Records held on each subject;
 - 3.1.3. know which Records of the FSP are available in accordance with other legislation;
 - 3.1.4. access the relevant contact details of the persons who will assist the public with the Records they intend to access;
 - 3.1.5. know where to access the Information Regulators guide on how to use PAIA;
 - 3.1.6. know whether the FSP will process personal information, for what purpose personal information is processed and the description of the categories of data subjects and of the information or categories of information relating thereto;
 - 3.1.7. know the recipients or categories of recipients to whom the personal information may be supplied;
 - 3.1.8. know if the FSP has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and



3.1.9. know whether the FSP has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

4. COMPANY CONTACT DETAILS

Information Officer:

Evan Jankelowitz

Tel no: 011 684 2679

Deputy Information Officers:

Mohamed Kalla

Tel no:011 684 2678

Tintswalo Hlebela

Tel no: 011 684 1104

Postal Address: Suite 334, Private Bag X1, Melrose Arch, 2076

Street Address: 2nd Floor, 18 The High Street, Melrose Arch, 2076

Website: www.sesfikilecapital.com

Email address (For PAIA purposes): compliance@sescap.co.za

5. ACCESS TO RECORDS

- 5.1. PAIA grants a requester access to certain Records of a private body if the said Records are required to exercise or protect any rights of the requester.
- 5.2. Should a public body lodge such a request, it must be acting in the public interest.
- 5.3. Any request for information in terms of PAIA, must be made in accordance with the prescribed form and manner, at the rates provided.
- 5.4. The Information Regulator has complied and published a useful guide containing valuable information for the purposes of exercising any right in terms of PAIA.
- 5.5. The guide is made available in all official languages on the website of the Information Regulator at the following URL: <https://inforegulator.org.za/paia-guidelines>
- 5.6. The contact details of the Information Regulator are as follows:



Physical Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

Postal Address: P.O. Box 31533, Braamfontein, Johannesburg, 2017

Telephone: 010 023 5200

Email: infoereg@justice.gov.za

6. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

6.1. Certain Records of Sesfikile Capital (Pty) Ltd are made available in accordance with other legislation.

6.2. The following legislation is applicable to Sesfikile Capital (Pty) Ltd:

- Basic Conditions of Employment Act, 75 of 1997
- Companies Act, 71 of 2008
- Compensation for Occupational Injuries and Health Diseases Act, 130 of 1993
- Employment Equity Act, 55 of 1998
- Financial Advisory and Intermediary Services Act, 37 of 2002
- Financial Intelligence Centre Act, 38 of 2001
- Income Tax Act, 95 of 1967
- Labour Relations Act, 66 of 1995
- Occupational Health & Safety Act, 85 of 1993
- Skills Development Act, 9 of 1999
- Unemployment Insurance Act, 63 of 2001
- Value Added Tax Act, 89 of 1991
- Protection of Personal Information Act, 4 of 2013

7. SCHEDULE OF RECORDS

7.1. Records that are available without having to submit a request in terms of PAIA:

7.1.1. B-BBEE verification certificate

7.1.2. Conflict of Interest Policy

7.1.3. ESG Policy

7.1.4. FAIS Disclosure Document



7.1.5. Minimum Disclosure Document (Fund Factsheet)

7.1.6. PAIA Manual

7.1.7. Privacy Notice

7.1.8. Proxy Voting Policy

7.1.9. Quarterly newsletter/commentary

7.1.10. Treating Customers Fairly Policy

These documents can be accessed on our website : www.sesfikilecapital.com or be requested from the designated Information Officer of the Company.

7.2. Records that must be requested in terms of PAIA include:

7.2.1. Accounting Records

7.2.2. Annual Financial Statements

7.2.3. Asset Register

7.2.4. Banking Records

7.2.5. Disciplinary code

7.2.6. Disciplinary Records

7.2.7. Documents issued to employees for income tax purposes

7.2.8. Employment contracts

7.2.9. Employment Equity Plan

7.2.10. Invoices

7.2.11. Leave records

7.2.12. Medical Aid Records

7.2.13. Memorandum of Incorporation

7.2.14. Minutes of Board of Directors meetings

7.2.15. PAYE Records

7.2.16. Pension Fund Records

7.2.17. Records of payments made to SARS on behalf of employees

7.2.18. Records relating to the appointment of directors / auditor / secretary / public officer and other officers

7.2.19. Regional Services Levies



- 7.2.20. Rental Agreements
- 7.2.21. Salary Records
- 7.2.22. Service Level Agreements
- 7.2.23. Skills Development Levies
- 7.2.24. Tax Returns
- 7.2.25. Internal and external training Records
- 7.2.26. UIF Records

8. FORM OF A REQUEST FOR INFORMATION

- 8.1. The request must be addressed to the designated persons referred to in section 4.
- 8.2. The requester must provide sufficient detail on the form to enable the contact person of the Company to establish who is requesting the said information as well as what information is being requested and in what format.
- 8.3. The requester must provide sufficient detail in respect of his/her contact details and if the requester wishes to be informed of the decision of the Company in any manner (in addition to written) the manner and particulars thereof.
- 8.4. 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 that right.
- 8.5. After the Company has considered the request, the requester will be notified in the required format by the Company.
- 8.6. 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 hour to search and prepare the record for disclosure.

9. PRESCRIBED FEES

- 9.1. A requester who seeks access to a record containing personal information about that requester is not required to pay a request fee.
- 9.2. Every other requester, who is not a personal requester, must pay the required request fee, as prescribed from time to time.



- 9.3. 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).
- 9.4. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- 9.5. Records may be withheld until the fees have been paid.
- 9.6. The fees can be obtained from the following URL:

<https://inforegulator.org.za/PAIA>

10. AVAILABILITY OF THE MANUAL

- 10.1. A copy is available on the website of the Company.



ANNEXURE A

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address:

Fax number:

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names	<input type="text"/>		
Identity Number	<input type="text"/>		
Capacity in which request is made (when made on behalf of another person)	<input type="text"/>		
Postal Address	<input type="text"/>		
Street Address	<input type="text"/>		
E-mail Address	<input type="text"/>		
Contact Numbers	Tel. (B):	<input type="text"/>	Facsimile: <input type="text"/>
	Cellular:	<input type="text"/>	
Full names of person on whose behalf request is made (if applicable):	<input type="text"/>		
Identity Number	<input type="text"/>		
Postal Address	<input type="text"/>		



Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED			
<p><i>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 page and attach it to this form. All additional pages must be signed.)</i></p>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			



FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	<input type="checkbox"/>
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	<input type="checkbox"/>
Transcription of soundtrack <i>(written or printed document)</i>	<input type="checkbox"/>
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	<input type="checkbox"/>
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	<input type="checkbox"/>
Copy of record saved on cloud storage server	<input type="checkbox"/>

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	<input type="checkbox"/>
Postal services to postal address	<input type="checkbox"/>
Postal services to street address	<input type="checkbox"/>
Courier service to street address	<input type="checkbox"/>
Facsimile of information in written or printed format <i>(including transcriptions)</i>	<input type="checkbox"/>
E-mail of information <i>(including soundtracks if possible)</i>	<input type="checkbox"/>
Cloud share/file transfer	<input type="checkbox"/>
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	<input type="checkbox"/>

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
<i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	



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

FEES	
a) A request fee must be paid before the request will be considered.	
b) You will be notified of the amount of the access fee to be paid.	
c) 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.	
d) If you qualify for exemption of the payment of any fee, please state the reason for exemption	
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer



ANNEXURE B

FORM 3
OUTCOME OF REQUEST AND OF FEES PAYABLE
[Regulation 8]

Note:

1. If your request is granted the—
 - (a) amount of the deposit, (if any), is payable before your request is processed; and
 - (b) requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

Reference number: _____

TO: _____

Your request dated _____, refers.

1. You requested:

Personal inspection of information at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
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OR

2. You requested:

Printed copies of the information (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of information on flash drive (including virtual images and soundtracks)	
Copy of information on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language: (Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)	

Kindly note that your request has been:

Approved

Denied, for the following reasons:



4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on:			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor	R60.00		
• If provided to the requestor			
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor	R60.00		
• If provided to the requestor			
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

5. Deposit payable (if search exceeds six hours):

Yes

No

Hours of search	Amount of deposit (calculated on one third of total amount per request)

The amount must be paid into the following Bank account:

Name of Bank: _____

Name of account holder: _____

Type of account: _____

Account number: _____

Branch Code: _____

Reference Nr: _____

Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

Information officer



ANNEXURE C

INTERNAL APPEAL FORM

FORM 4

[Regulation 9]

Reference Number:

PARTICULARS OF PUBLIC BODY			
Name of Public Body			
Name and Surname of Information Officer:			
PARTICULARS OF COMPLAINANT WHO LODGES THE INTERNAL APPEAL			
Full Names			
Identity Number			
Postal Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
E-Mail Address			
Is the internal appeal lodged on behalf of another person?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If answer is "yes", capacity in which an internal appeal on behalf of another person is lodged: <i>(Proof of the capacity in which appeal is lodged, if applicable, must be attached.)</i>			
PARTICULARS OF PERSON ON WHOSE BEHALF THE INTERNAL APPEAL IS LODGED <i>(If lodged by a third party)</i>			
Full Names			
Identity Number			
Postal Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
E-Mail Address			



DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED <i>(mark the appropriate box with an "X")</i>	
Refusal of request for access	<input type="checkbox"/>
Decision regarding fees prescribed in terms of section 22 of the Act	<input type="checkbox"/>
Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act	<input type="checkbox"/>
Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester	<input type="checkbox"/>
Decision to grant request for access	<input type="checkbox"/>
 GROUNDS FOR APPEAL <i>(If the provided space is inadequate, please continue on a separate page and attach it to this form. all the additional pages must be signed)</i>	
State the grounds on which the internal appeal is based:	
State any other information that may be relevant in considering the appeal:	

You will be notified in writing of the decision on your internal appeal. Please indicate your preferred manner of notification:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Appellant/Third party



FOR OFFICIAL USE
OFFICIAL RECORD OF INTERNAL APPEAL

Appeal received by: <i>(state rank, name and surname of Information Officer)</i>				
Date received:				
Appeal accompanied by the reasons for the information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer:		Yes	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
OUTCOME OF APPEAL				
Refusal of request for access. Confirmed?	Yes	<input type="checkbox"/>	New decision <i>(if not confirmed)</i>	
	No	<input type="checkbox"/>		
Fees (Sec 22). Confirmed?	Yes	<input type="checkbox"/>	New decision <i>(if not confirmed)</i>	
	No	<input type="checkbox"/>		
Extension (Sec 26(1)). Confirmed?	Yes	<input type="checkbox"/>	New decision <i>(if not confirmed)</i>	
	No	<input type="checkbox"/>		
Access (Sec 29(3)). Confirmed?	Yes	<input type="checkbox"/>	New decision <i>(if not confirmed)</i>	
	No	<input type="checkbox"/>		
Request for access granted. Confirmed?	Yes	<input type="checkbox"/>	New decision <i>(if not confirmed)</i>	
	No	<input type="checkbox"/>		

Signed at _____ this _____ day of _____ 20 _____

Relevant Authority