

TO OUR VALUED CLIENT

23 November 2011

Dear Sir / Madam,

**RE: PAIA MANUAL FOR BODY CORPORATE'S**

1. The deadline for submitting the Manual in terms of Section 51 of the Promotion of Access to Information Act 2 of 2000 ("PAIA") is 31 December 2011.
2. Attached to this email are 4 documents:
  - **This Guide.**
  - **Document 1** – The PAIA Manual.
  - **Document 2** – Form C (request for a record).
  - **Document 3** – Fee document.
3. Below is a Guide:
  - Informing you how to complete Document 1 - PAIA Manual.
  - Dealing with how to publicize the Manual.
  - Setting out the prescribed fees that the Body Corporate can charge to provide the services in terms of the PAIA.

**DOCUMENT 1 - COMPLETING THE PAIA MANUAL**

- The Manual is attached to this email comprising 3 pages.
- The Body Corporate's name must be inserted at the head of page 1 and the Chairman's full names in Section 1.
- The contact details of the Chairman must be inserted in Section 2.

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## DOCUMENT 1 - PUBLISHING THE PAIA MANUAL

In terms of Regulation 9 the Manual must be made available:

- To The Human Rights Commission.
- On the website of the Body Corporate, if applicable.
- During office hours upon request for public inspection (**no fee can be charged**).
- By way of providing a copy of the Manual (**a fee can be charged**).

## DOCUMENT 2 – FORM C (REQUEST FOR A RECORD)

- Form C is attached comprising of 4 pages. Form C must be made available for completion by a requestor of a record of the Body Corporate.

## DOCUMENT 3 – FEES THAT CAN BE CHARGED BY THE BODY CORPORATE

When you open document 3, you will see numbers 1-6 circled:

- Labelled 1 - is the fee to be charged for a copy of the Manual – R1.10 per A4 size page.
- Labelled 2 - are the fees to be charged in terms of Regulation 11 (1) which applies to Section 52 (3) of the PAIA, which is not directly applicable to the Manual. **These fees will not apply.**
- Labelled 3 - is the fee payable by a requestor who completes Form C attached to this email who requires access to a record of the Body Corporate. The fee is R50.00.
- Labelled 4 - are the fees payable by the requestor, should the Body Corporate grant the form C request for a copy of the record. The fee is for making copies of the record and for the time for searching and preparing a copy of the record.
- Labelled 5 - is the section that sets out that should the search for the record and the preparation of the record take more than 6 hours, that a deposit of 1/3 of the fees set out in the above paragraph can be requested as a deposit by the Body Corporate.
- Labelled 6 - provides that actual postage costs can be charged.

4. Once you have completed the steps in this guide you will:

- Have a Manual for each Body Corporate.
- Have a Form C to provide to a party who requests a record of the Body Corporate.
- Know the fees the Body Corporate can charge in terms of the PAIA.

5. Should you have any queries whatsoever, kindly contact myself on 083 968 5045 or at [alan@alattorneys.co.za](mailto:alan@alattorneys.co.za).

Yours sincerely

**ALAN LEVY**

