



COVER PAGE

TUHF LIMITED
2007/025898/06

PROMOTION OF ACCESS TO INFORMATION ACT SECTION 51 MANUAL

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COMPILED BY: ILONA ROODT – CFO

GAUTENG

12th Floor, West Wing
Libridge Building
25 Ameshoff Street
Braamfontein
Johannesburg, 2001
TEL +27 (10) 595 9000

KWAZULU-NATAL

27th Floor,
Embassy Building
199 Anton Lembede Street
Durban, 4001
TEL +27 (31) 306 5036

EASTERN CAPE

2nd Floor, BCX Building
106 Park Drive
St. George's Park
Port Elizabeth, 6000
TEL +27 (41) 582 1450

WESTERN CAPE

Unit 4B, Cecil Road
97 Durham Street
Salt River
Cape Town, 7925
TEL +27 (21) 204 8843

FREE STATE

Unit 1
17 Barnes Street
Westdene
Bloemfontein, 9300
TEL +27 (51) 011 8843



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Libridge Building
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Johannesburg, 2001

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27th Floor,
Embassy Building
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1. INTRODUCTION

The Promotion of Access to Information Act “[PAIA](#)” legislation creates the framework to the right to access information enshrined in section 32 of the Constitution of the Republic of South Africa, Act 108 of 1996. The purpose of this legislation is to promote a culture of transparency, accountability and good governance both in the private and public sectors. Therefore, the Act places specific compliance requirements on both state institutions and private sector.

PAIA gives a requester the right to lodge a request from the information officer (head) of a private body. A private body as defined in the Act includes juristic bodies. The Act further defines the head of a private body as “the chief executive officer or equivalent officer of the juristic person or any person duly authorized by that office....”

The legislation defines juristic entities as:

- a) A natural person who carries or has carried on any trade, business or profession, but only in such capacity
- b) A partnership which carries or has carried on any trade, business or profession or
- c) Any former or existing juristic person, but excludes a public body

Juristic persons will therefore include close corporations, non-profit organizations and trusts.

Please also note that holding companies and each of their entities or subsidiaries must submit separate manual for each company.

In terms of section 51 of PAIA, the head of a private body must:

- compile a [section 51 manual](#) which is a roadmap of the company
- submit the manual to the South African Human Rights Commission
- effect material changes if any each time these occur and resubmit to the SAHRC
- electronic submissions to the Commission are accepted, sent to dmalesa@sahrc.org.za thereafter followed by hard copy originals;
- manuals must be submitted to SAHRC head office at the address listed below
- update any material changes on the manual on a regular basis;
- make the manual available as prescribed by the Act at the company offices and on their website;
- must annex a request form to the manual and also make request form available on the website and at the company premises access points;
- there are [penalties](#) for non compliance – please see section 90 of PAIA, the Commission has not imposed fines for non compliance to date but reserves the right to do.

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2. COMPANY OVERVIEW

The Trust for Urban Housing Finance “TUHF” is a niche financier of inner city properties that require renewal. The Group operates nationally with its Head Office located in Braamfontein, Johannesburg and branches located in Durban, Port Elizabeth, Cape Town and Bloemfontein.

TUHF has been in operation since 2003 and was established as a National Urban Regeneration Fund. The company primarily extends funding to owners and prospective owners of inner city properties for the provision of affordable residential rental accommodation.

The company lends in the following areas: Johannesburg CBD, Bellevue, Berea, Braamfontein, Doornfontein, Durban, Germiston, Hillbrow, Jeppestown, Joubert Park, Marshalltown, Port Elizabeth, Pretoria, Selby, Sunnyside, Troyeville, Turfontein, Yeoville.

Products

- Mortgage finance
- Construction finance
- Equity release
- Bridging finance
- Equity products
- Co-operatives and higher risk investments

TUHF Ltd is wholly owned by TUHF Holdings Ltd and all group staff are employed by this company.

Management & Staff

TUHF employs skilled professional staff that have specialized knowledge of inner city areas:

- Commercial property finance & financial services
- Inner city property markets
- Construction & property management
- Housing policy & development

TUHF systems & support staff enable the company to execute transactions efficiently and effectively:

- Custom made systems (Accpac CRM)
- Customized workflow for the loan cycle management system
- Integrated document management

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- Integrated loan documentation
- Tailor made solutions
- Security register

TUHF financial and IT support staff enable the company to provide superior financial management, administration and reporting:

- Integrated systems & reporting (Accpac ERP)
- Real time data administration
- Advanced reporting capability

3. CONTACT INFORMATION

The contact details for key management & staff at Trust for Urban Housing Finance and contact Information required under section 51 (1) a of the Act .

Head Office

Physical Address:
12TH Floor, Libridge Building, 25 Ameshoff St, Braamfontein

Postal Address:
PO Box 30872, Braamfontein, 2017

Website: www.tuhf.co.za info@tuhf.co.za

Durban

Physical Address:
Embassy Building, 199 Anton Lembede Building, (ex Smith Street), Durban
031 306-5036

Port Elizabeth

Physical Address:
BCX Building, 2nd Floor, 106 Park Drive, St Georges Park, Port Elizabeth
041 582-1450

Cape Town

Physical Address:

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Unit B4, 97 Durham St, Cecil Rd, Salt River, Cape Town
021 204-8843

Bloemfontein

Physical Address:

Unit 1, 17 Barnes Street, Westdene, Bloemfontein
051 011-8843

Head of TUHF and TUHF Team

Paul Jackson: Chief Executive Officer
Tel: 010 595-9010
Email:paulj@tuhf.co.za

Ilona Roodt: Chief Financial Officer: Finance & Information Reporting

Tel: 010 595-9005
Email:ilonar@tuhf.co.za

Lusanda Netshifhefhe: Development Impact Mortgage Manager
Tel: 010 595-9035
Email:lusandan@tuhf.co.za

Belinda Cooke: Loan Administration & Legal Manager
Tel: 011 276-1470
Fax: 011 339-1784
Email:belindac@tuhf.co.za

Rose Valloo: Gauteng Mortgage Manager
Tel: 010 595-9020
Email:rosev@tuhf.co.za

Sarah Webb: Regions and Cape Town Mortgage Manager
Tel: 010 595-8863
Email:sarahw@tuhf.co.za

Sivan Govender: KZN Regional Mortgage Manager
Tel: 010 595-8852

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Email:sivang@tuhf.co.za

Khumbulani Chikomo: PE Regional Mortgage Manager
Tel: 010 595-8882
Email:khumbulanic@tuhf.co.za

Thabo Nakedi: Bloem Loan Officer
Tel: 051 011-8843
Email:thabon@tuhf.co.za

4. **DESCRIPTION OF THE GUIDE REFERRED TO IN SECTION 10: SECTION 51 (1) (b)**

A guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, *inter alia*, at the office of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St Andrews Street, Parktown and on its website www.sahrc.org.za

5. **THE LATEST NOTICE IN TERMS OF SECTION 52 (2) (IF ANY)**

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

6. **LEGISLATION**

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 71 of 2008

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- Unemployment Insurance Act 63 of 2001
- Skills Development Act 9 of 1999
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- National Credit Act 34 of 2005
- Consumer Protection Act 68 of 2008
- The Prevention or Organised Crime Act, 121 of 1998 (POCA);
- The Financial Intelligence Centre Act, 38 of 2001 (FICA);
- The Protection of Constitutional Democracy Against Terrorist and Related Activities Act, 33 of 2004 (POCDATARA); and
- The Prevention and Combating of Corrupt Activities Act, 12 of 2004 (PRECCA).
- Financial Advisory & Intermediary Services Act 37 of 2002
- Short Term Insurance Act 53 of 1998
- Promotion of Access to Information Act 2 of 2000

7. RECORDS HELD BY TUHF

a. Companies Act Records

- Documents of Incorporation (certified copies)
- Memorandum and Articles of Association (certified copies)
- Minutes of Board of Directors Meetings
- Records relating to the appointment of directors/auditor/secretary/public officer and other officers (certified copies)
- Share Register and Other statutory registers (copy of share register)
- Note: Kilgetty Statutory Services maintain the original register and share certificates and company records

Kilgetty Statutory Services
Attention: Matthew Wray
(011) 011-9110
matthew.wray@kilgetty.co.za

1st Floor, Block C
The Pivot, 1 Montecassino Blvd
Fourways, 2191

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b. Financial Records

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Bank statements
- Paid Cheques
- Electronic banking records
- Fixed asset register
- Lease agreements
- Invoices

Note : PWC Tax Services keep a copy of the tax returns

PricewaterhouseCoopers Inc
 Attention: Sonia Chrisochos
 2 Eglin Road, Sunninghill, 2157

c. Income Tax Records

- PAYE records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
 - VAT
 - Regional Services Levies
 - Skills Development Levies
 - UIF
 - Workmen's compensation

Note: Bizzbooks Alberton maintain the original payroll

Bizzbooks
 Attention: Deon Bole
 1 Van Heerden Street, Randhart, Alberton, 1447
 Deon 082 829 2568

d. PERSONNEL DOCUMENTS AND RECORDS

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- Employment contracts
- Employment equity plan
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training manuals

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8. ANNEXURE:

DETAILS ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e) as per the example of a manual for a private body as provided by the SA Human Rights Commission

- The requester must complete Form C and submit this form together with a request fee, to the head of the private body
- The form must be submitted to the head of the private body at his/her address, fax number, or electronic email address
- The form must:

provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester,

indicate which form of access is required

specify a postal address or fax number of the requester in the Republic

identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right

if in addition to a written reply, the requester wishes to be informed of the decision on the request in any manner, to state that manner and the necessary particulars to be informed in the other manner,

if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body

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