
Names and Registration Numbers of Companies:

- 1. COSMOPOLITAN SHARED SERVICES (PTY) LTD
REGISTRATION NUMBER: 2005/007352/07**
- 2. CENTRAL DEVELOPMENT PROJECTS (PTY) LTD
REGISTRATION NUMBER: 2002/030661/07**
- 3. CENTRAL PROPERTY DEVELOPMENT JOHANNESBURG (PTY) LTD
REGISTRATION NUMBER: 2004/018352/07**
- 4. COSMOPOLITAN PROJECTS JOHANNESBURG (PTY) LTD
REGISTRATION NUMBER: 2005/013577/07**
- 5. ZOTEC DEVELOPMENTS (PTY) LTD
REGISTRATION NUMBER: 2003/023822/07**
- 6. CENTRAL PROPERTY DEVELOPMENTS NORTH (PTY) LTD
REGISTRATION NUMBER: 2019/041462/07**

(Hereinafter referred to as "The CosmoCentral Group")

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

INDEX

1. Introduction to our companies and the type of business:

THE COSMOCENTRAL GROUP – PROPERTY DEVELOPERS

2. Contact Details (Section 51 (1) (a)):

Managing Director: Anton Crouse

Information Officer: Charl van Eetveldt

Deputy Information

Officer: Nellie van Rooy

Postal Address: P.O. Box 754, AUCKLAND PARK. 2006

Street Address: Building F, Hertford Office Park, 90 Bekker Road, Midrand, 1685

Telephone Number: 011 541 3800

Fax Number: N/A

Email: CharlE@cosmopro.co.za / nellier@cosmopro.co.za

3. The ACT and Section 10 Guide (Section 51(1) (b)):

Please find attached hereto the Section 10 Guide as Annexure “A”.

4. Applicable Legislation (Section 51 (1) (c)):

Please see page 4.

5. Schedule of Records (Section 51 (1) (d)):

Please see page 4.

6. Form of Request (Section 51 (1) (e)):

Please find attached hereto as Annexure “B”.

7. Prescribed fees (Section 51 (1) (f)):

Please find attached hereto as Annexure “C”.

1. INTRODUCTION

The CosmoCentral Group conducts business as a Residential Property Developer.

2. COMPANY CONTACT DETAILS (Section 51 (1) (a))

Persons designated/duly authorised persons:

Managing Director: Anton Crouse

Information Officer: Charl van Eetveldt

Deputy Information

Officer: Nellie van Rooy

Postal Address: P.O. Box 754, Auckland Park, 2006

Street Address: Building F, Hertford Office Park, 90 Bekker Road, Midrand, 1685

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3. THE ACT (Section 51(1) (b))

3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27 (0)11 877 3600

Fax Number: +27 (0)11 403 0625

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Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION (Section 51 (1) (c)).

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 69 of 1984	Close Corporations Act
9	No 25 of 2002	Electronic Communications and Transactions Act
10	No 2 of 2000	Promotion of Access of Information Act

5. Schedule of Records (Section 51 (1) (d))

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"> • Public Corporate Records • Media Releases 	Freely available on our website: https://www.cosmocentralgroup.co.za/contact-us/
Marketing	<ul style="list-style-type: none"> • Public Customer Information • Product Brochures 	Freely available on our website: https://www.cosmocentralgroup.co.za/contact-us/

6. FORM OF REQUEST (Section 51 (1) (e)) – Attached as Annexure “B”:

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

6.2 Address your request to the Information Officer.

6.3 Provide sufficient details to enable the COMPANY to identify:

(a) The record(s) requested;

(b) The requester (and if an agent is lodging the request, proof of capacity);

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- (c) The form of access required;
- (d) (i) The postal address or fax number of the requester in the Republic;
 - (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) 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 the right.

7. PRESCRIBED FEES (Section 51 (1) (f)) – Attached as Annexure “C”:

The following applies to requests (other than personal requests):

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed.
- 7.2** 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).
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.