

RODE PUBLICATIONS (PTY) LTD

Registration Number: 2024/209938/07

MANUAL

in terms of Section 51 of
The Promotion of Access to Information Act, 2 of 2000 ("the Act")

1. INTRODUCTION

Rode Publications (Pty) Ltd conducts business in the field of property market research and publishing.

2. COMPANY CONTACT DETAILS

Information Officer

Wilhelm Philippus Ferreira

Postal Address

Suite 212, Private Bag X 9976, Sandton, 2146

Street Address

Fernkloof Golf Estate, 29 Hillside Village, Hermanus, 7200

Telephone number

0861 224488

E-mail address

info@rodemedia.co.za

3. THE ACT

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.

3.2 Requests in terms of the Act shall be made in accordance with the prescribed procedures and at the rates provided.

3.3 Requesters are referred to the Guide in terms of Section 10 compiled by the Information Regulator of South Africa. The Guide is available in all official languages and contains information to assist requesters in exercising their rights.

Information Regulator Contact Details:

- Address: Woodmead North Office Park, 54 Maxwell Drive Woodmead, Johannesburg, 2191
- Telephone: +27 (0) 10 023 5200
- Email: enquiries@inforegulator.org.za
- Website: www.inforegulator.org.za

4. APPLICABLE LEGISLATION

Records are kept in accordance with legislation applicable to Rode Publications, including but not limited to:

1. Companies Act (No. 71 of 2008)
2. Copyright Act (No. 98 of 1978)
3. Employment Equity Act (No. 55 of 1998)
4. Income Tax Act (No. 58 of 1962)
5. Labour Relations Act (No. 66 of 1995)
6. Value Added Tax Act (No. 89 of 1991)
7. Basic Conditions of Employment Act (No. 75 of 1997)
8. Promotion of Access to Information Act (No. 2 of 2000)
9. Unemployment Insurance Act (No. 63 of 2001)
10. Protection of Personal Information Act (No. 4 of 2013)

5. ACCESS TO RECORDS AND AVAILABILITY

5.1 Categories of Records Held:

- **Company Records:** Incorporation documents, shareholder information, statutory records.
- **Financial Records:** Annual financial statements, tax records, VAT records, management accounts.
- **Employment Records:** Employee contracts, policies, training records, PAYE, UIF, Employment Equity records.
- **Operational Records:** Publishing contracts, client agreements, research reports, marketing materials.
- **Legal Records:** Contracts, correspondence, trademarks, intellectual property.

Note: Certain records may be restricted in terms of the Act.

5.2 Records Automatically Available: The following records are available to the public without a formal request being made in terms of the Act:

- Information, research highlights, and articles published on the company's website at www.rodedia.co.za.
- Publicly accessible marketing materials and brochures.
- A copy of this PAIA Manual, which is available for inspection at the company's offices and on its website.

6. FORM OF REQUEST

To facilitate processing, requests must:

- Be made on Form 2 as prescribed in the PAIA Regulations available on the Information Regulator website www.inforegulator.org.za.
- Be addressed to the Information Officer.
- Provide sufficient detail to identify:
 - The record(s) requested.
 - The requester (and proof of capacity if acting as agent).
 - The form of access required.
 - Contact details in South Africa.
 - The right being exercised or protected, with reasons.

7. PRESCRIBED FEES

- A requestor (other than a personal requester) must pay a request fee of R140.00 before the request is processed.
- Personal requests (for information about oneself) are exempt from the request fee.
- If preparation requires more than six hours, a deposit (up to one-third of the access fee) may be payable.
- Records may be withheld until fees are paid.
- The prescribed fees are set out in the PAIA Regulations published by the Minister of Justice and are available at www.inforegulator.org.za.

8. AVAILABILITY OF THIS MANUAL

This manual is available for inspection free of charge at the offices of Rode Publications (Pty) Ltd and on the company's website www.rodedia.co.za.

10. PROTECTION OF PERSONAL INFORMATION

10.1 Purpose of Processing: Rode Publications processes personal information to perform property market research, manage publishing operations, maintain employment records, and fulfil statutory obligations under acts such as the Companies Act and Income Tax Act.

10.2 Data Subjects and Information Categories: The company maintains records for the following:

- Employees: Identification, tax, and payroll data.
- Clients/Subscribers: Contact details and financial information for billing.
- Suppliers: Contact and banking details.

10.3 Recipients of Information: Information may be shared with statutory bodies (e.g., SARS), financial institutions, and third-party service providers necessary for business operations.

10.4 Transborder Flows: Personal information may be transferred across borders if the company utilizes cloud-based storage or hosting services, provided such transfers meet the protection requirements of POPIA.

10.5 Information Security: Rode Publications employs technical and organizational measures (such as access controls and digital security) to protect the integrity and confidentiality of personal information in its possession.

9. DATE OF COMPILATION AND REVISION

- Date of Compilation: 13 March 2026
- Date of Last Revision: 13 March 2026