



**Section 14 Manual
of
ACCELERATE PROPERTY FUND LIMITED**

**(Prepared in terms of the Promotion of Access
to Information Act, 2 of 2000)**

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1. INTRODUCTION

Accelerate Property Fund Limited (the Company) is committed to the observance of and compliance with the directives of the Constitution and national legislation like the Promotion of Access to Information Act, 2 of 2000 (PAIA). It endorses the key principles of good governance, transparency and accountability.

The information in this manual provides a roadmap to the Company which clearly demonstrates the business of the Company together with the information necessary to ensure that the processes of information sharing are expeditious and affirming.

1.1 Establishment of the Company

The Company was established on 16 May 2005 and started trading on the date of listing on the Johannesburg Stock Exchange on 12 December 2013.

1.2 Objectives of the Company

The Company's primary objective is to be the most valuable property company on the JSE Limited.

The key functions are to:

- Invest in well-priced income producing properties
- Redevelop and upgrade properties to enhance their value
- Invest in strategic nodes in order to maximise returns
- Deliver on our tenants' expectations
- Diversify our funding whilst proactively managing our interest rate risk
- Maintain tight control over property expenses to deliver exceptional value for shareholders

2. STRUCTURE OF THE COMPANY

The head office is situated at Cedar Square Shopping Centre, Management Office, 1st Floor, Corner Willow Avenue and Cedar Road, Fourways, Johannesburg, 2055.

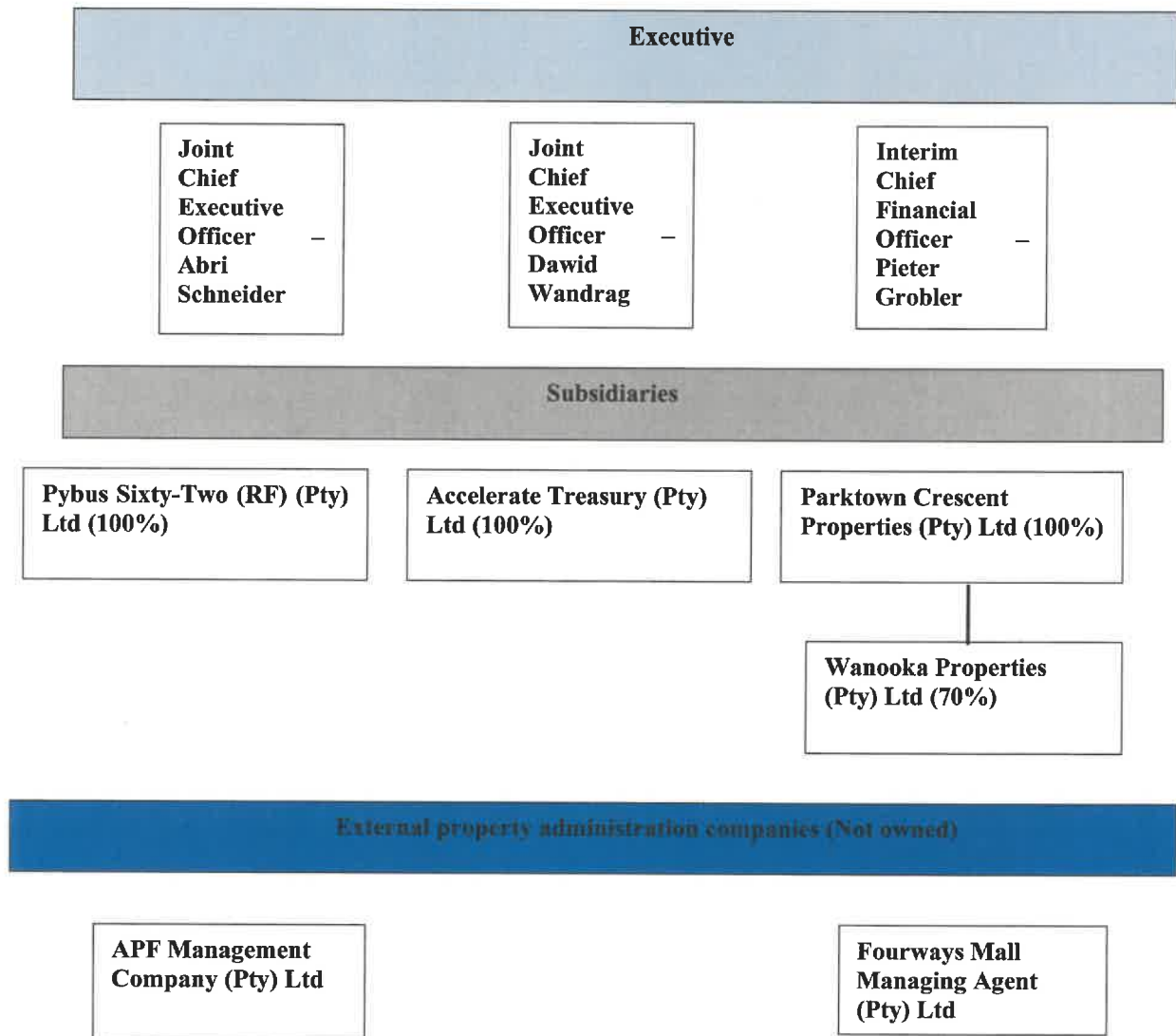
The Company has acquired properties mainly in Gauteng, the Eastern and Western Cape, and to a lesser extent in Limpopo and KwaZulu-Natal.

The board comprises five independent non-executive directors, one non-executive director and four executive directors. The board is chaired by Mr Tito Mboweni, and Mr Derick van der Merwe is the lead independent director.

The four executive directors are responsible and accountable for the day-to-day management of the Company and have the necessary skills and expertise to discharge their duties to the satisfaction of the board.

3. ORGANOGRAM

Accelerate Property Fund Limited – Organisational organogram



4. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION QUERIES

Information Officer
Name: Margi Pinto
Tel: (011) 465-6925
Email: margi@acceleratepf.co.za

National Head Office

Postal Address: Postnet Suite 703, Private Bag X033, Rivonia, 2128

Physical Address: Cedar Square Shopping Centre, Management Office, 1st Floor, Cnr Willow Avenue and Cedar Road, Fourways, Johannesburg, 2055

Telephone (011) 465-6925

Website: www.acceleratepf.co.za

5. CONTACT DETAILS FOR ACCESS TO INFORMATION QUERIES OF THE SUBSIDIARIES

Pybus Sixty-Two (RF) (Pty) Ltd	margi@acceleratepf.co.za
Accelerate Treasury (Pty) Ltd	margi@acceleratepf.co.za
Parktown Crescent Properties (Pty) Ltd	margi@acceleratepf.co.za
Wanooka Properties (Pty) Ltd	margi@acceleratepf.co.za

6. FUNCTIONS OF THE COMPANY

6.1 Function 1

[REDACTED] ing properties to

6.2 Function 2

To grow our quality portfolio through investing in quality property assets and concentrating on existing strategic nodes and creating new ones.

6.3. Function 3

To optimise our funding through diversification while proactively managing interest rate risk.

6.4 Function 4

To deliver value to stakeholders through investing in long-term quality and growth, maintaining tight control on property expenses and delivering on tenant's expectations

7. SERVICES RENDERED BY THE COMPANY

The Company provides the following services:

7.1 Service 1:

Invest in well-priced income producing properties;
Redevelop and upgrade properties to enhance value; and
Invest in strategic nodes in order to maximise returns.

7.2 Service 2:

Diversify funding channels, and proactively manages the Company's interest rate risk;
Grow distributions to shareholders; and
Deliver on tenants' expectations.

8. RECORDS HELD / GENERATED BY THE COMPANY

8.1 Categories of Records

The categories of records generated by the Company are classified in the manner listed below:

8.2 The Company is required by legislation to hold certain records and a list of some of the applicable legislation follows:

- The Constitution of the Republic of South Africa, 1996
- Companies Act No 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act No 95 of 1967
- Labour Relations Act 66 of 1995
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act No 89 of 1991

8.3 Categories of records automatically available

PAIA requires institutions to list those records that are freely available. Such automatically available records usually do not have information that can reasonably be said to be of a sensitive nature. The records which fall into this category of information are available from the Company at its Head Office or on the Company's website www.acceleratepf.co.za and do not require a formal process to access same. A list of some of these records which are available on the website follows:

Integrated reports
SENS announcements
Circulars to shareholders
Register of Interests in Contracts
Remuneration Policy
Conflicts of Interest Policy
Nominations Policy
King IV Register
B-BBEE certificates and reports

8.4 Categories of records not automatically available

Category B (These records must be formally requested by lodging a request form* see form on pages 10 - 12 below)

ADMINISTRATION	Policies and procedures
STATUTORY RECORDS/LEGAL	Incorporation documents Memorandum of Incorporation Share register and statutory returns to relevant authorities

PROPERTY MANAGEMENT	Property management agreements
INFORMATION MANAGEMENT AND TECHNOLOGY	Contract agreements with service providers Policies, procedures and guidelines

**The records listed in the categories above may be formally requested, but access to parts of these records or the whole record may be refused on legal grounds.*

The Company further reserves the right to refuse access to records where the processing of the record will result in a substantial and unreasonable diversion of its resources or which are sensitive in nature. Access will also be refused where requests are clearly frivolous and/or vexatious or require access to confidential or private information.

9. REQUEST PROCEDURE

9.1 Telephonic requests

Requests may not be made telephonically to the Company.

9.2 Voluntary access

Information that is automatically available can be obtained from the website of the Company, or through its documentation centre by written request. A reproduction fee will be charged. Transcription and copying of records in other media attract reproduction fees.

9.3 Formal Requests and Fees (Section 14 (1)(d))

The requestor must complete the form attached to this manual, Form A. Requestors will be assisted in completing the form, if required (the prescribed form is attached).

- The requestor must indicate the form or manner of access required.
- The Company will endeavour to provide information in the form indicated, where possible.
- A 30 (thirty) working day timeframe is permitted for a response to the request where this is necessary. These 30 (thirty) days may further be extended to another 30 (thirty) working days on notification to the requestor.
- Fee impositions are required in terms of PAIA. A fee schedule is attached to this manual.

Fees are paid at the inception of a request and thereafter, fees are incurred for search processes and reproduction costs. Certain categories of persons are exempt from paying fees. These categories include individuals requesting their own personal information.

Persons who are requesting personal information about themselves or their minor children do not have to pay a request fee. All other persons must pay the request fee of R35,00.

If a person is making a request on behalf of another, they must submit written proof that they have been requested to do so.

If a request is granted, then a further access or search fee is required. This fee is calculated in terms of the rates fixed in the attached regulation. Fees are charged for time spent searching for the record and preparing and / or reproducing the record/s.

10. REQUEST FEES AND PAYMENT METHOD

- PAIA prescribes fees that must be paid by a requestor when applying to access information. A copy of the fee schedule is attached.
- All payments can be made in cash into the bank account of the company.
- Requests for voluminous non-personal records will not be accepted without payment.

11. AVAILABILITY OF THIS MANUAL

The manual is available in English and will be available at the Company's physical address and on the website of the Company www.acceleratepf.co.za.

Translated versions of the manual will also be made available in two other official languages.

12. UPDATING OF THIS MANUAL

This manual will be updated every three years, or as required.

13. EXEMPTION FROM THE MINISTER FROM ANY PROVISION OF THIS SECTION FOR A DETERMINED PERIOD

The Company is not exempt from any provision of this section 14.

14. MISSING RECORDS

Requestors have the right to receive a response for records which cannot reasonably be located, but to which a requestor would have had access had the record been available.

15. DISPOSAL OF RECORDS

Requestors will be advised whether a particular record has been disposed of where this is relevant to the records requested.

16. GENERAL NOTE

The Company reserves the right to transfer requests for records to relevant bodies where these bodies were the primary holders or generators of the information requested, or where the Company no longer has possession of such record, and to create new categories of records where this is necessary. This manual will accordingly be updated to reflect changes in categories of records.

Schedule of Fess		
Description	Fee	
The fee for a copy of the manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.	R0.60	
Reproduction Fess: Regulation 7(1):		
For every photocopy of an A4-size page or part thereof.	R0.60	
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.	R0.40	
For a copy in a computer- readable form on: (i) Stiff disc	R5.00	
(ii) Compact disc	R40.00	
For a transcription of visual images: (i)for A4-size page or part thereof	R22.00	
(ii) copy of visual images	R60.00	
(iii)transcription of an audio record, A4 size page or part thereof	R12.00	
(iv)copy of an audio record	R17.00	
Request fee payable by a requestor, other than a personal requestor	R35.00	
Search Fees- to search and prepare a record for disclosure. The fee is charged per hour (or part of the hour). However, the first hour is free.	R15.00	
For purposes of section 22(2) of the Act, the following applies: (a) Six hours as the hours to be exceeded before a deposit is payable; and (b) one third of the access fee is payable as a deposit by the requestor.		
The actual postage is payable when a copy of a record must be posted to a requestor.		

Formal Request Form for Documents not automatically available

Form A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

(Section 18(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000) [Regulation 6]

FOR DEPARTMENTAL USE

Reference number:

Request received by

name and surname of information officer/deputy information officer on
(date) at (place)

Request fee (if any): R.....

Deposit (if any): R

Access fee: R.....

.....Signature of information officer/deputy
Information Officer

A Particulars of public body

The Information Officer/Deputy Information Officer:

Accelerate Property Fund Limited

B Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent, must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Names and Surname:

Identity number:

D. Particulars of record

(a) 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.

(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.

The requestor must sign all the additional folios.

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

E. Fees

(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.

(b) You will be notified of the amount required to be paid as the request fee.

(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 for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:		Form in which record is required:		
Mark the appropriate box with an X. NOTES: (a) Compliance with your request for access in the specified form may depend on the form in which the record is available. (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form. (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.				
1. If the record is in written or printed form:				
	copy of record*		inspection of record	
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc:				
	view the images		copy of the images*	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:				
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)	
4. If record is held on computer or in an electronic or machine-readable form:				
	printed copy of record'		printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?				YES NO
Postage is payable.				
Note that <i>if</i> the record is not available in the language you prefer, access may be <i>granted</i> in the language in which the record is available.				
In which language would you prefer the record?				

G. Notice of decision regarding request for access

Requestors will be notified in writing whether their request has been approved/denied.

Signed at thisday of.....20

SIGNATURE OF REQUESTOR/
PERSON ON WHOSE BEHALF REQUEST IS MADE