

Weskus Enterprises (PTY) LTD

SECTION 51 MANUAL

PROMOTION OF ACCESS TO INFORMATION ACT

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INTRODUCTION

Main Business

Weskus Enterprises (Pty) Ltd provides managed risk and compliance solutions and services to the public.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL 1.

1. Contact details

Mr A grove who has been authorized to deal with all matters in connection with the information in terms of the Promotion of Access to Information Act of 2000.

Head of the body: A Grove

Street Address: 10 Banksia Street
Dwarskersbos
Velddrif
7365

Telephone number: +27 833269986

Email: andre@weskusenterprises.co.za

Website: <https://www.weskusenterprises.co.za>

2. The section 10 Guide on how to use the Act

The Guide will, according to the South African Human Rights Commission (SAHRC), be available for inspection at the offices of the SAHRC.

Please direct any queries to: The South African Human Rights Commission:

PAIA Unit The Research and Documentation Department

Postal address: Private Bag 2700

Houghton

2041

Telephone: +27 11 484-8300

Fax: +27 11 484-7146

Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation

1. Basic Conditions of Employment Act, 1997
2. Compensation for Occupational Injuries and Diseases Act, 1993
3. Companies Act, 71 of 2008
4. Income Tax Act, 1962
5. Labour Relations Act, 1995
6. Occupational Health and Safety Act, 1993
7. Securities Transfer Tax Act, 2007
8. Skill Development Levies Act, 1999
9. Unemployment Insurance Contributions Act, 2001
10. Value – Added Tax Act, 1991

4. Access to the records held by Weskus Enterprises (Pty) Ltd

i. Information readily available

At this stage no notices have been published on the categories of records that are automatically available without a person having to request access in terms of the PAIA.

ii. Records that may be requested:

Companies Act records:

- Documents of incorporation
- Record relating to the appointment of directors/auditors and public officers
- Share register and other statutory registers

Financial Records:

- Annual Financial Statements
- Accounting Records
- Asset Registers
- Salary and Wages Registers

Income Tax Records:

- Tax returns (PAYE Records, VAT records)
- Records of payments to SARS

iii. The request procedures:

Form of request:

- The requester must use the prescribed form C to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to a private body is R250. The requester may lodge an application to the court against the tender or payment of the request fee
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

5. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual

The manual is also available for inspection during office hours at the offices of Weskus Enterprises (Pty) Ltd free of charge. Copies are available from the SAHRC.

Signed by the Head of the Private Body