

Section 51: Access to Information Manual
Wetback Contracts (Pty) Ltd



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Section 51 Access to Information Manual for Wetback Contracts (Pty) Ltd

A guide has been compiled in terms of Section 10 of Promotion of Access to Information Act (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 offices of the Human Rights Commission at 29 Princess of Wales Terrace, Cnr. York and St. Andrews Street, Parktown and on its website at www.sahrc.org.za

Information required under Section 51 (1) (a) of Act

Postal Address of head of
Wetback Contracts (PTY) Ltd:

P.O. Box 8359,
Elandsfontein, 1406.

Physical Address of head of
Wetback Contracts (PTY) Ltd:

1 Eastwood Office Park,
11B Riley Road,
Bedfordview, 2007.

Tel. No of head of
Wetback Contracts (PTY) Ltd:

(011) 036 8000

Fax. No of head of
Wetback Contracts (PTY) Ltd:

(011) 450 1291

E-Mail address of head of
Wetback Contracts (PTY) Ltd:

gianni@wetback.co.za

Persons designated/duly authorised persons:

Gianni D. Anić

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 with a person having to request access in terms of PAIA.

Records available in terms of other legislations: Section 51 (1) (d)

Promotion of Access to information Act, 2000.

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Subjects and Categories of records held by Wetback Contracts (Pty) Ltd: Section 51 (1)(e)

Companies Act 71 of 2008 Records

- Documents of Incorporation
- Memorandum of Incorporation
- Minutes of Board of Directors Meetings
- Records relating to the appointment of directors/auditors/secretary/public officer and other officers.
- Share Register and other Statutory Registers.

Financial Records

- Annual Financial Statements
- Annual Tax Returns
- Accounting Records
- Bank Statements
- Paid Cheques
- Asset Register
- Rental Agreements
- Invoices

Income Tax Records

- PAYE Records
- Documents issued to employees for Income Tax Purposes
- Records of payment made to SARS on behalf of employees
- VAT Records
- Skills Development Levies
- UIF
- Workman's Compensation

Personal Documents and Records

- Employment Contracts
- Employment Equity Plan
- Pension Fund Records
- Disciplinary Records
- SETA Records
- Salary Records
- Disciplinary Code
- Leave Records
- Training Records
- Training Manuals

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How to make a request for Access according to [Section 51(e)]

The requester must complete Form C, (<http://www.paiabuilder.com/FormC.pdf>) and submit this form together with a request fee, to the head of the private body.

This form must be submitted to the head of the private body at their address, fax number, or electronic mail 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;
- Provide an explanation of why the requested record is required for the exercise or protection of that right.

If in addition to the written reply, the requester wishes to be informed of the decision on the request in any other matter, to state that manner and the necessary particulars to be informed in another 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.

Prescribed fee according to [Section 54]

- A requester is required to pay the prescribed fee of (R50.00) before the request will be processed;
- If the preparation of the records 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);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- Records may be withheld until the fees have been paid.

The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>