



WORLDWIDE CAPITAL

WORLDWIDE
CAPITAL (PTY)
LIMITED

PROMOTION OF
ACCESS TO
INFORMATION ACT
MANUAL

**SECTION 51 MANUAL FOR WORLDWIDE CAPITAL(PTY) LIMITED
(Reg. No. 1999/011666/07)**

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2. PARTICULARS IN TERMS OF SECTION 51

CONTACT DETAILS [Section 51(1)(a)]

Information Officer:

Mr. D Seligmann

Executive Directors have delegated the powers in terms of the Act to Mr. D Seligmann, who will handle the requests in terms of the Act.

General Information:

Physical Address:

@Grant Thornton

Wanderers Office Park

52 Corlett Drive

Illovo

2196

Postal address:

Postnet Suite 26

Private Bag X 9

Benmore

2010

Telephone: +27 105976885

Fax: n/a

Website: www.worldwidecapital.com

E-Mail: dseligman@gtc.co.za

2. The section 10 Guide on how to use the Act [Section 51(l)(b)]

A Guide has been compiled in terms of 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 offices of the Human Rights Commission at 29 Princess of Wales Terrace, corner York and St. Andrews Streets, Parktown and its website at www.ahrc.org.za

Please direct any queries to:

The South African Human Rights Commission

PAIA Unit

The Research and Documentation Department

Postal Address: Private Bag X 2700

Houghton

2041

Telephone: +27 11 877 3600

Website: www.sahrc.org.za

E-mail: dmalcsa@sahrc.org.za

3. Records Available in terms of any Other Legislation [Section 51(l)(d)]

The company keeps records and information in terms of the following legislation.

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act No.71 of 2008
- Unemployment Insurance Act 63 of 2001
- ValueAddedTaxAct89of1991

- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

4. Access to the Records Held by Worldwide Capital (Pty) Limited [*Sections 51(I)(d)*

and 51(l)(e)]

- (i) Categories of records which are available without a person having to request access in terms of section 52(2) [*section 51(l)(c)]*

Not Applicable

- (ii) Records that may be requested [*Section 5J(l)(e)]*

Human Resources

- Employment Contracts
- Employment Equity Plan (if applicable)
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals

Companies Act Records

- (a) Documents of Incorporation
- (b) Memorandum of Association
- (c) Articles of Association
- (d) Minutes of Board of Directors meetings

- (e) Register of Members
- (f) Register of Board of Directors

Financial Records

- (a) Asset Register
- (b) Vouchers, Cash Books and Ledgers
- (c) Management Reports
- (d) Annual Financial Statements
- (e) Tax Returns
- (f) Banking Records
- (g) Bank Statements
- (h) Paid Cheques
- (i) Electronic Banking Records
- G) Rental Agreements

Income Tax Records

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
 - o VAT
 - o Regional Services Levies
 - o Skills Development Levies
 - o UIF
 - o Workman's Compensation

5. The Request Procedure

The Act outlines the following procedures for accessing the records held by a private body.

Section 53(1)

The requester must use the prescribed form 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.

Section 53(2)(a) and (b) and (c)

The requester must provide sufficient details 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.

Section 53(2)(d)

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.

Section 53(2)(j)

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.

6. 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 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 as prescribed in the Promotion of Access to Information Act, 2000. 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.

7. Other Information as may be Prescribed

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

8. Availability of the Manual

A copy of this manual is available for inspection at the offices of Worldwide Capital Limited free of charge. Copies are also available with the South African Human Rights Commission, in the Gazette and on the company's website:

www.worldwidecapital.com



CEO:

Worldwide Capital Limited