



**SECTION 51 MANUAL FOR
VERACITY CONSULTANTS (PTY) LTD
t/a VERACITY**

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Veracity Consultants (PTY) LTD t/a Veracity Brand Navigation
PO Box 435 Parklands 2121 Gauteng South Africa
Telephone 27 11 327-3675 / Facsimile 27 11 880-3782

Reg. No.: 2000/028623/07
Directors: J Berk MAJ Carey (Managing) JG Kiek JP Prins

VERACITY

BRAND NAVIGATION



INTRODUCTION

The Promotion of Access to Information Act, 2 of 2000 (“the Act”) was enacted on the 3rd of February 2000, giving effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights.

Where a request is made to a body in terms of this Act, such body is obliged to release the information, **except where the Act expressly provides that the record/s containing such information may or must not be released.** The Act contains requisite procedural issues attached to such request.

INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT

Details:

| | |
|------------------------------|---|
| Registered Company Name: | Veracity Consultants (PTY) LTD |
| Registration Number: | 2000/028623/07 |
| Postal Address: | Box 435 Parklands 2121 |
| Street Address: | 4 ^h Floor, Rosebank Corner 191 Jan Smuts Avenue Rosebank Johannesburg |
| Telephone Number: | (011) 327-3675 |
| Facsimile Number: | (011) 880-2731/3782 |
| Facsimile Number of the CEO: | (011) 880-2731 |
| Website: | www.mercurymedia.co.za |

Details of the head of the company:

| | |
|----------------|--|
| Full Name: | Tamoleli Aaron Selane |
| Email Address: | tamoleli@mercurymedia.co.za |

Details of the request liaison offer:

| | |
|----------------|--|
| Full Name: | Nqobile Dube |
| Email Address: | nqobile@mercurymedia.co.za |

DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)

A Guide has been compiled in terms of Section 10 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 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.



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 without a person having to request access in terms of PAIA.

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

Records available in terms of other legislation are as follows:

- 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 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

SUBJECTS AND CATEGORIES OF RECORDS HELD BY Veracity Consultants (PTY) LTD: SECTION 51(1)(e)

1. COMPANIES ACT RECORDS

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Records relating to the appointment of directors/auditor/ secretary/public officer and other officers
- Share Register and other statutory registers

2. FINANCIAL RECORDS

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



3. 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:
 - VAT
 - Regional Services Levies
 - Skills Development Levies
 - UIF
 - Workmen's Compensation

4. PERSONNEL DOCUMENTS AND RECORDS

- 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

DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

A request for information must be made to Veracity Consultants (PTY) LTD in the prescribed form, a copy of which is available on our website or at our offices.

Please note that if all of the information required in the form is not given requester, it will delay the process until such time as the requester has necessary information.

The requester must give sufficient information in the prescribed form to:-

- identify the record requested and the requester and give contact details of the requester;
- indicate the manner which must be used to inform the requester of the outcome of the request for information, and the form in which the requested information must be given;
- the requester must identify the right that is being exercised or protected, and explain why the record requested will assist in this regard;
- in the event of a request being made on behalf of another person, the requester must give proof of the capacity in which the requester makes the request, to the satisfaction of the head or the appointed information officer of Veracity Consultants (PTY) LTD.
- The head or appointed information officer of the private body will decide in accordance with the Access to Information Act whether or not to grant the request for access to information, and will notify the requester accordingly.



FEES

All requesters other than a personal requester (which is a requester who wants access to a record containing personal information about the requester), must pay the required request fee:-

- Once the head or appointed information officer has received the request, the requester will be notified to pay the required fee. The request will not be processed before such fee has been paid. The fee is R50.
- If the request is granted, an access fee based on the schedule of fees, will then be charged to the requester for the reproduction, search and time expended on preparation of the information.
- The head or appointed information officer of the body may also require a deposit to be paid if it is the head's or appointed information officer's opinion that the time expended on the preparation of the information would exceed that prescribed. The deposit shall be one third of the access fee.
- A schedule of the prescribed fees is available on our website and at our offices. Please note that the head or appointed information officer of Veracity Consultants (PTY) LTD may withhold a record until the requester has paid the applicable fees.