

**SECTION 51 MANUAL FOR  
Talktrade Seven (PTY) LIMITED t/a Verhoef Training**

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

**Postal Address of head of Talktrade Seven(Pty) Ltd:**  
Suite 339, Postnet X29, Somerset West, 7129

**Street Address of head of Talktrade Seven (Pty) Ltd:**  
33 Dressage Close, Firlands Park, Gordons Bay, Cape Town

**Tel. No of head of Talktrade Seven (Pty) Ltd:** 0861 1020 17

**Fax. No of head of Talktrade Seven (Pty) Ltd:** (021) 856 0042

**E- Mail address of head of Talktrade (Pty) Ltd:** [training@verhoef.co.za](mailto:training@verhoef.co.za)

**Website address of head of Talktrade (Pty) Ltd:** [www.verhoef.co.za](http://www.verhoef.co.za)

**Head of Talktrade Seven (Pty) Ltd:** Chanda Bailey, Manager Director

**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](http://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 Talktrade Seven (Pty)  
Ltd t/a Verhoef Training : 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
  - Skills Development Levies
  - UIF
  - Workmen's Compensation

**4. PERSONNEL DOCUMENTS AND RECORDS**

- Employment contracts
- Employment Equity
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals

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

- The requester must complete Form C and submit this form together with a request fee, to the Managing Director of the private body. In respect of hard copies, any transmission costs/postage will be for the account of the requester.
- An access fee is payable by all requestors only when access is granted. This fee is intended to reimburse the private body for the costs involved in searching for the record and preparing it for delivery to the requestor.
- Talktrade Seven (Pty) Ltd t/a Verhoef Training may withhold a record until the request fee and the deposit (if applicable) have been paid.
- The form must be submitted to the Managing Director at his/ her 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, and provide an explanation of why the requested record is required for the exercise or protection of that right,
  - if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other 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 Managing Director of the private body
- Records that cannot be found or do not Exist

In terms of Section 55 of the Act, Talktrade Seven (Pty) Ltd, t/a Verhoef Training, will after all reasonable steps have been taken to find the record requested notify the requester as prescribed by affidavit or affirmation should the record not be found or does not exist

## GROUNDS FOR REFUSAL OF ACCESS OF RECORDS

Talktrade Seven (Pty) Ltd t/a Verhoef Training reserves its right to refuse and/or grant access to records in accordance with the sections and subsections of Chapter 4 of the Act. The grounds upon which the private body could refuse access to records are:

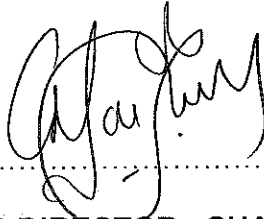
- Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person
- Mandatory protection of the commercial information of a third party, where the requested records contain:
  - Trade secrets of that third party
  - Financial, commercial or technical information, the disclosure of which would cause harm to the financial or commercial interests of that third party
  - Information disclosed in confidence by a third party to the private body if the disclosure of such information could put that third party at a disadvantage in negotiations or commercial competition
- Mandatory protection of the confidential information of third parties, if it is protected in terms of any agreement
- Mandatory protection of the safety of individuals and the protection of property
- The commercial activities of Talktrade Seven (Pty) Ltd, t/a Verhoef Training, which include:
  - Trade Secrets
  - Financial, commercial or technical information, the disclosure of which would harm the financial or commercial interests of Talktrade Seven (Pty) Ltd, t/a Verhoef Training
  - Information which, if disclosed, could put Talktrade Seven (Pty) Ltd, t/a Verhoef Training at a disadvantage in negotiations or commercial competition
  - Computer programs, course manuals, and related information technology software owned by Talktrade Seven (Pty) Ltd, t/a Verhoef Training and protected by copyright
  - Research information compiled by Talktrade Seven (Pty) Ltd, t/a Verhoef Training or a third party, if its disclosure would place the research at a serious disadvantage
- Decision on Request and Notice thereof

In terms of Section 56 of the Act, Talktrade Seven (Pty) Ltd, t/a Verhoef Training will notify the requestor as soon as possible within 30 days of receipt of a correctly completed request of the decision as to whether or not to grant the request.

The 30 Day period within which the Managing Director has to decide whether to grant or refuse the request, may be extended for a further period of not more than 30 days, if the request is made for a large amount of information, or the information cannot reasonably be obtained within the original 30 day period.

SIGNED AT ...GORDONS BAY..... ON THE 10<sup>th</sup> OF ...DECEMBER 2011 .....

SIGNED:.....

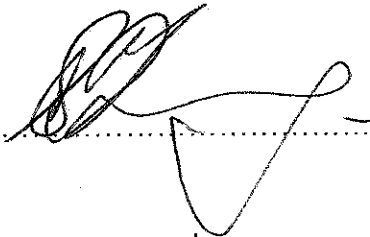


**MANAGING DIRECTOR : CHANDA BAILEY**

DATE:.....

10.12.2011

WITNESS:.....



DATE:.....

10.12.2011

## FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000)

[Regulation 10]

### A. Particulars of private body

The Head:

### 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 <i>ONLY</i> if a request for information is made on behalf of another person.
--

Full 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 requester 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 <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.           |
| (b) | You will be <i>notified</i> of the amount required to be paid as the request fee.  |
| (c) | The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record. |
| (d) | If you qualify for exemption <i>of</i> the payment <i>of</i> 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 hereunder, 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.	
<p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

<b>1. If the record is in written or printed form:</b>					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
<b>2. If record consists of visual images</b> this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"		
<input type="checkbox"/>		<input type="checkbox"/>	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? Postage is payable.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

**G Particulars of right to be exercised or protected**

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

**H. Notice of decision regarding request for access**

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of .....20

SIGNATURE OF REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS MADE