

**The Promotion of Access to Information Act 2 of 2000 Regulation No. 187 of 15 February 2002**

**SECTION 51 MANUAL FOR TRUE VOICE COMMUNICATIONS**

**Information required under section 51(1) (a) of the Act**

**Our Contact Details:**

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

Copies of the guide will be available from the SA Human Rights Commission as soon as it is published.

Enquiries regarding the guide can be directed to:

Postal Address:

The South African Human Rights Commission  
Promotion of Access to Information Act Unit  
Research & Documentation Department  
Private Bag 2700  
Houghton 2041

Tel: 011 484-8300

Fax: 011 484-0258

E-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

Website: <https://www.gov.za/documents/protection-personal-information-act>

**THE LATEST NOTICE IN TERMS OF SECTION 52(2)**

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

- Compensation for Occupational injuries and disease act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999
- Occupational Health and Safety Act
- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997

**SUBJECT AND CATEGORIES OF RECORDS HELD BY TRUE VOICE COMMUNICATIONS SECTION 51 (1)**  
**(E)**

**1. COMPANY'S ACT RECORDS**

- Certificates of Incorporation CK1
- Changes of Name CK2
  
- **Company Registers Include:**
  - Register of Members
  - Register of Fixed Assets
  - Register of Members

**2. FINANCIAL RECORDS**

- Annual Financial Statement
- Tax Returns
- Accounting Records
- Banking Records
- Bank Statements
- Invoices
- Electronic banking records
- Rental agreement

**3. INCOME TAX RECORDS**

- PAYE Records
- Records of payments made to SARS on behalf of employees
- All other statutory compliances.
  - VAT
  - Skills development Levies
  - UIF

#### **4. PERSONAL DOCUMENTS AND RECORDS**

- Employee names and occupations
- Personal details of each employee -
- Remuneration
- Attendance registers/days worked
- Salary Register (Payroll)
- Tax Records - IRP5 forms
- Staff records – contracts and letters of appointment
- Staff loans
- Human Resource policies and procedures -
- Maternity leave policy
- Code of conduct

#### **5. SALES AND MARKETING**

- Products and markets
- Customers
- Proposals
- Advertising material

#### **6. INSURANCE:**

- Insurance Policies

#### **DETAILS OF HOW TO MAKE REQUEST FOR ACCESS –SECTION 51(E)**

- The requester must complete form C and submit this form together with request fee, to the head of the private body
- The form must be submitted to the head of the private body 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 records 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 requested 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 head of the private body

### **Information available**

This information is available in accordance to the *request access in terms* of the Promotion of Access to Information Act

- **On True Voice Communications web site [www.truevoice.co.za](http://www.truevoice.co.za)**
- **From The South African Human Rights Commission  
Promotion of Access to Information Act Unit as indicated above**