

**PROMOTION OF ACCESS TO INFORMATION ACT,
ACT 2 OF 2000 (“The Act”)**

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE ACT FOR

WENKEM SA (PROPRIETARY) LIMITED

Registration Number: 1988/003854/07

INTRODUCTION

(Description of Activities)

Market crop protection on a joint venture bases with distributors

PARTICULARS IN TERMS OF SECTION 51 OF THE ACT

The reference, in this Manual, to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

1. Contact Details [Section 51(1)(a)]

Name of Private Body:	WENKEM SA (PTY) LTD
Designated Information Officer:	Paul du Toit
Email address of Information Officer:	Paul.dutoit@wenkem.co.za
Postal address:	P O Box 4949 Rietvalleirand 0174
Street address:	First Floor, Block D Regency Office Park, Nr 9 Regency Drive Route 21 Corporate Park Irene, Pretoria
Phone number:	0861 936 536
Fax number:	012 345 3784

2. The guide as described in section 10 of the Act [Section 51(1)(b)]

This guide on how to exercise your rights in terms of the Act is available from the SAHRC. *Please direct any queries to:*

The South African Human Rights Commission:

PAIA Unit: Research and Documentation Department

*Postal address: Private Bag 2700
Houghton
2041*

Telephone: +27 11 877-3600

Fax: +27 11 403-0625

Website: www.sahrc.org.za

E-mail: dmalesa@sahrc.org.za

3. **Categories of records of Wenkem SA (Pty) Ltd which are available without a person having to request access in terms of the Act, ie voluntary disclosure.**
[Section 51(1)(c)]

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

4. **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
- Pension Funds Act 97 of 1998
- Deeds Registries Act 47 of 1937

5. **Subjects and categories of records held by Wenkem SA (Pty) Ltd** *[Section 51(1)(e)]*

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
 Share Register and other statutory registers

Financial Records

Annual Financial Statements
 Management Reports
 Policies and Procedures
 Tax Returns
 Accounting Records
 Banking Records

- Bank Statements
- Paid Cheques
- Electronic banking records

 Asset Register
 Contracts and Agreements
 Invoices

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

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

How to request a record, a description of the subjects on which we hold records, and the categories of records held on each subject [Section 51(1)(e)]

The requester must complete Form C available from the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development website (www.doj.gov.za) (under "regulations") and submit this form together with a 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;
- must provide 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 records is required for the exercise or protection of that right;

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.

6. **Other information as may be prescribed** [Section 51(1)(f)]

No such information has been prescribed.

7. **Availability of the manual.** [Section 51(3)]

This manual is available from the South African Human Rights Commission and from Wenkem SA (Pty) Ltd (see details above).

Kindly note that all requests to Wenkem SA (Pty) Ltd will be evaluated and considered in accordance with the Act. Publication of this Manual and describing the categories and subject matter of information held by Wenkem SA (Pty) Ltd does not give rise to any rights to access such information or records, except in terms of the Act.