



WEALTHUP

INDEPENDENT FINANCIAL PLANNING

Promotion of Access to Information manual

Prepared in accordance with the terms of Section 51 of the Promotion of Access to Information Act 2 of 2000

Section 51(1)(a) – Contact Information

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|--------------------|--|
| Name of Business | Wealthup (Pty) Ltd |
| Information Office | Louis van der Merwe |
| Physical Address | 19 King Street, Durbanville, 7550 |
| Postal Address | PO Box 2373, Durbanville, 7551 |
| Telephone | 021 012 5800 |
| Email | info@wealthup.co.za |
| Website | www.wealthup.co.za |

Section 51(1)(b) – Section 10 Guide on how to use the Act

The guide will be available from the South African Human Rights Commission by no later than August 2004. Please direct queries to:

The South African Human Rights Commission
PAIA Unit
Research and Documentation Department
Postal Address Private Bag X2700, Houghton, 2041
Telephone +27 11 484 8300
Fax +27 11 484 7146
Email PAIA@sahrc.org.za
Website <http://www.sahrc.org.za/>

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Section 51 (1)(d) - Records available in terms of other legislation

Administration of Estates Act, No. 66 of 1965

Basic Conditions of Employment No. 75 of 1997

Companies Act No. 61 of 1973

Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993

Copyright Act No. 98 of 1978

Financial Services Board Act No. 97 of 1990

Income Tax Act No. 95 of 1967

Insurance Act No 27 of 1943

Long Term Insurance Act No. 52 of 1998

Medical Schemes Act No. 131 of 1998

Pension Funds Act No. 24 of 1956

Tax on Retirement Funds Act No. 38 of 1996

Section 51 (1)(c) and (1)(e) - Access to records held by Wealthup

- (i) Records which are available without a person having to request access in terms of the Act Section 52 (2)
- (ii) Records which are available to a person who requests access
 - Administration: Lease agreements; maintenance contracts; software licenses; insurance policies
 - Human Resources: employment contracts and records; remuneration records
 - Financial: Annual Financial Statements; Annual Budget
 - Operations: Minutes of meetings; Policies; Rules and procedures
- (iii) Procedure for requesting records
 - The requester must use the prescribed form to make the request
 - The request must be addressed to the head of Wealthup
 - The request must be made using the postal address or electronic mail address of Wealthup
 - The requester must properly detail their request on the form so that the head of Wealthup can properly identify the record and the requester
 - The requester must indicate the form of access that is required
 - The requester must also indicate if any other manner is to be used to inform the requester stating the particulars of such manner
 - The requester must identify the right that is to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right
 - Where a request is made on behalf of a third party, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of Wealthup

Fees

A requester who seeks access to records containing personal information on that requester is not required to pay a fee. All other requests must pay the required request fees.

The head of Wealthup will notify the requester of the requirement to pay the prescribed fee (if any) before further processing the request.

The fee that must be paid to Wealthup is ZAR50. The requester may lodge an application to the court against the payment of the required fee.

After the head of Wealthup 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 may be payable for the search, retrieval, reproduction and preparation of the record that has been requested as well as any time in excess of the prescribed hours to do so.

[Photocopies, printed pages](#)

The fee for a copy of the manual is ZAR1.10 for every A4 size page or part thereof.

The fee for every photocopy of an A4 size page or part thereof is ZAR1.10.

The fee for every printed copy of an A4 size page or part thereof for any record held on computer, electronically or in machine-readable format is R0.75

Electronically stored and machine-readable formats. The fee for a copy of any electronic record shall be ZAR70 per compact disc required to provide that data.

[Visual images and records](#)

The fee for the transcription of visual images is ZAR40 per A4 size page or part thereof.

The fee for the reproduction of any visual images is ZAR60.

[Audio records](#)

The fee for the transcription of audio records is ZAR60 per A4 size page or part thereof.

The fee for the reproduction of any audio record is ZAR30.

[Retrieval of record](#)

The rate per hour or part thereof to search for and prepare the record which is request for disclosure is ZAR30.

[Postage](#)

Postage costs for the distribution of the requested record will only be payable when said record must be posted to the requester.

Section 51 (1)(f) - Other information as may be prescribed

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

Section 51 (3) - Availability of the manual

This manual is available for inspection at Wealthup free of charge. Copies are made available with the South African Human Rights Commission, in the Gazette and for download from Wealthup website.