



Hewett Wealth (Pty) Ltd

# Promotion of Access to Information

**TITLE:** Promotion of Access to Information

**VERSION:** 201809

**APPROVAL:** Board Meeting - 26 Sep 2018

**EFFECTIVE DATE:** 1 April 2016

**REVISED DATE:** 26 Sep 2018

## 1. INTRODUCTION

The Promotion to Access to Information Act, No 2 of 2000 (“the Act”) gives effect to the constitutional right of access to any information in records held by public (government) or private (non-government) bodies that is required for the exercise of protection of any rights. Where a request is made in terms of the Act, Hewett Wealth (Pty) Ltd (Hewett Wealth) is obliged to release the information, **except where the Act expressly provides that the information may or must not be released.**

This manual informs requesters of procedural and other requirements which a request must meet as prescribed by the Act. It is important to note that the Act recognises certain limitations to the right of access to information, including but not limited to, limitations aimed at reasonable protection of privacy, commercial confidentiality, and effective, efficient and good governance, and in a manner, which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

## 2. PART I - PARTICULARS OF THE PRIVATE BODY

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

- a. Name of the Body  
Hewett Wealth (Pty) Ltd
- b. Head of the Body (Information Officer)  
Peter James Hewett
- c. Postal Address  
PO Box 1211  
Ruimsig  
1724

d. **Street Address**  
Unit 16 B, Willowbrook Office Park  
Van Hoof Street  
Ruimsig  
1724

e. **Telephone Number**  
+27 10 597 7506

f. **Web Address**  
[www.hewettwealth.co.za](http://www.hewettwealth.co.za)

**Contact Details of Information Officer**

Email: peter@hewettwealth.co.za  
Phone: +27 10 597 7506

3. **PART II - GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

The South African Human Rights Commission is required in terms of the Act to compile a guide in every official language, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

Any enquiries regarding this guide should be directed to:

**Postal Address:** The South African Human Rights Commission  
PAIA Unit  
The Research and Documentation Department  
Private Bag X2700  
HOUGHTON  
2041

**Telephone Number:** +27 (0) 11 484 8300

**Fax Number:** +27 (0) 11 484 0582

**Email Address:** [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

**Website:** <http://www.sahrc.org.za>

4. **PART III - VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF CERTAIN RECORDS**

The accessibility of the documents below may be subject to the grounds of refusal set out in this manual:

- Personnel Records.
- Client Related Records.
- Private Body Records (Financial and Company Secretarial).

5. **PART IV - RECORDS AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION**

A requester may also request information that is available in terms of other legislation.

<b>Legislation</b> (select Acts applicable to your company and tick in the corresponding block)		<b>Tick</b>
1	Administration of Estates Act, No. 66 of 1965	X
2	Arbitration Act No. 42 of 1965	X
3	Basic Conditions of Employment No. 75 of 1997	X
4	Companies Act No. 61 of 1973	X
5	Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993	X
6	Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988	X
7	Copyright Act No. 98 of 1978	X
8	Credit Agreements Act No. 75 of 1980	
9	Currency and Exchanges Act No. 9 of 1933	X
10	Debtor Collectors Act No. 114 of 1998	
11	Employment Equity Act No. 55 of 1998	X
12	Finance Act No. 35 of 2000	X
13	Financial Services Board Act No. 97 of 1990	X
14	Financial Relations Act No. 65 of 1976	X
15	Harmful Business Practices Act No. 23 of 1999	X
16	Income Tax Act No. 95 of 1967	X
17	Insolvency Act No. 24 of 1936	X
18	Insurance Act No 27 of 1943	X
19	Intellectual Property Laws Amendments Act No. 38 of 1997	X
20	Labour Relations Act No. 66 of 1995	X
21	Long Term Insurance Act No. 52 of 1998	X
22	Medical Schemes Act No. 131 of 1998	X
23	Occupational Health & Safety Act No. 85 of 1993	X
24	Pension Funds Act No. 24 of 1956	X
25	Post Office Act No. 44 of 1958	
26	Protection of Businesses Act No. 99 of 1978	X
27	Regional Services Councils Act No. 109 of 1985	X
28	SA Reserve Bank Act No. 90 of 1989	X
29	Short Term Insurance Act No. 53 of 1998	X
30	Skills Development Levies Act No. 9 of 1999	X
31	Skills Development Act No. 97 of 1998	X
32	Stamp Duties Act No. 77 of 1968	X
33	Stock Exchange Control Act No. 1 of 1985	X
34	Tax on Retirement Funds Act No. 38 of 1996	X
35	Trade Marks Act No. 194 of 1993	X

36	Unemployment Contributions Act No. 4 of 2002	X
37	Unemployment Insurance Act No. 63 of 2001	X
38	Usury Act No 73 of 1968	
39	Value Added Tax Act No. 89 of 1991	X

## 6. PART V - ACCESS TO INFORMATION

Hewett Wealth may refuse a request for information in respect of information detailed below:

### 6.1 Commercial and Legal

- 6.1.1 Contracts and Agreements.
- 6.1.2 Company Confidential – Historical significance.
- 6.1.3 Meeting Minutes.
- 6.1.4 Shareholders.
- 6.1.5 Property Leases and Agreements.
- 6.1.6 Trademark.
- 6.1.7 Insurance.
- 6.1.8 Resolutions – Directors.
- 6.1.9 Correspondence.

### 6.2 Financial

- 6.2.1 Financial Year-end Results.
- 6.2.2 Financial Analysis and Reports.
- 6.2.3 Budgets.
- 6.2.4 Tax and Levies.

### 6.3 Human Resources

- 6.3.1 Employees Personal Information.
- 6.3.2 Employees History (skills and experience).
- 6.3.3 Educational Background.
- 6.3.4 Training and Development.
- 6.3.5 Health.
- 6.3.6 Salaries and Wages.
- 6.3.7 Contracts and Agreements.
- 6.3.8 Employment Equity.

### 6.4 Marketing

- 6.4.1 Advertising.
- 6.4.2 Contracts with Suppliers.
- 6.4.3 Product Ranges and Pricing.

### 6.5 Health and Safety

- 6.5.1 Policies.
- 6.5.2 Accidents and Incidents Reports.

## 7. REQUEST PROCEDURE

- 7.1 A requester requiring access to information from Hewett Wealth must complete the prescribed Form C.

- 7.2 Submit the completed form to the Information Officer at the postal or physical address or email address detailed above.
- 7.3 Hewett Wealth will process the request within 30 days.
- 7.4 The requester will be informed in writing whether or not access has been granted.
- 7.5 The requester must pay the prescribed fee, if applicable, before any further processing takes place.

APPENDIX – 1

PRESCRIBED FORM TO BE COMPLETED BY REQUESTER

Form B  
**REQUEST TO ACCESS RECORDS OF A PRIVATE BODY**

Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000

(Regulation 4)

**A. PARTICULARS OF A PRIVATE BODY**

The Head: Peter James Hewett

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD**

(a)	<i>The particulars of the person who requests access to the records must be recorded</i>
(b)	<i>below.</i>
(c)	<i>Furnish an address and/or fax number in the Republic to which information must be sent.</i>
	<i>Proof of capacity in which the request is made, if applicable, must be attached.</i>

Full Name and Surname:

Identity Number:

Postal Address:

Telephone Number:

Fax Number:

Email 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 only if a request for information is made on behalf of another person.*

Full Name 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 the record or relevant part of the record**

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2. **Reference number, if applicable:**

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3. **Any further particulars of the record:**

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**E. FEES**

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*
- (b) *You will be notified of the amount of the request fee.*
- (c) *The **fee payable for access** to a record depends on the form in which the access is required and the reasonable time required to search for and prepare a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason therefore.*

**Reason for exemption of payment of the fee:**

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**F. FORM OF ACCESS TO THE 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 indicated in which form the record is required:

<b><u>Disability:</u></b>

<b><u>Form in which record is required:</u></b>

Notes:

(a)	Your indication as to the required form of access depends on the form in which the record is available.
(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.
(c)	The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

Mark the appropriate box with an "X":

1. **If the record is in written or printed form:**

Copy of Record  Inspection of Record

2. **If the record consists of visual images:**

(This includes photographs, slides, video recordings, computer-generated images, sketches, etc).

View the images  Copy of the images  Transcription of the images

3. **If the record consists of recorded words or information which can be reproduced in sound:**

Listen to the soundtrack (audio cassette)  Transcription of soundtrack (written or printed document)

4. **If the Record is held on Computer or in an Electronic or Machine-readable form:**

Printed copy of record  Printed copy of information derived from the record  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?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

**A postal fee is payable.**

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. <b><i>The requester must sign all the additional folios.</i></b>
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1. **Indicate which right is to be exercised or protected:**

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2. **Explain why the requested record is required for the exercising or protection of the aforementioned right:**



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**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 thereof 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?**

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Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF REQUESTER

\_\_\_\_\_  
SIGNATURE OF PERSON ON WHOSE  
BEHALF REQUEST IS MADE