



Disa Vascular (Pty) Limited
Co. Reg. No.: 2000/005944/07

Promotion of Access to Information Act, Act 2 of 2000

Section 51 Manual, August 2005



Section 51 Manual for Disa Vascular (Pty) Limited

Information Required Under Section 51(1)(a) of the Act

Postal address of head of Disa Vascular (Pty) Limited:

PO Box 13397, Mowbray, 7705

Street address of head of Disa Vascular (Pty) Limited:

Building 4, The Waverley, Wyecroft Road, Mowbray, 7700

Telephone number of head of Disa Vascular (Pty) Limited:

021 448 0923

Email address of head of Disa Vascular (Pty) Limited:

info@disavascular.com

Description of guide referred to in Section 10: Section 51(1)(b)

A Guide has been compiled under Section 10 of the PAIA by the Human Rights Commission. It contains information required by a person wanting to exercise any right contemplated by the PAIA.

The Guide is available for inspection, *inter alia*, at the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St Andrews, Parktown and on its website at www.sahrc.org.za.

The latest notice under Section 52(2)

At this stage no notices have been published on the categories of record that are automatically available without a person having to request access under the PAIA.



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Records available under other legislation: Section 51(1)(d)

Records available under other legislation are as follows:

- Income Tax Act 58 of 1962
- Companies Act 61 of 1973
- Value Added Tax Act 89 of 1991
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act 75 of 1997
- Employment Equity Act 55 of 1998
- Skills Development Act 9 of 1999
- Unemployment Insurance Act 63 of 2001

Subjects and categories of records held by Disa Vascular (Pty) Limited: 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 offices and other offices.
- Share Register and other statutory registers.

2. Financial Records

- Annual Financial Statements
- Tax Returns
- Accounting records
- Banking records
- Asset Register
- Rental Agreements
- Invoices.



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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.
 - Regional Services Levies.
 - Skills Development Levies.
 - UIF.
 - Workmen's Compensation.

4. *Personnel Documents and Records*

- Employment contracts.
- Medical Aid records.
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code.
- Leave records.
- Training records and Work instructions.
- Training Manuals.

Detail on how to make a request for access: Section 51(e)

- The requester must complete Form C and submit this with a request fee to the head of the private body.
- The form must be submitted to the head of the private body at their 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 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.



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- If, in addition to a written reply, the requester wants 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.