



Hewett Wealth (Pty) Ltd

Promotion of Access to Information

TITLE: Promotion of Access to Information

VERSION: 201809

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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

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

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.

<u>Legislation</u> (select Acts applicable to your company and tick in the corresponding block)		Tick
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](#).

- 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.