

**MANUAL PREPARED IN TERMS OF
SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT
(PAIA)**

**Act No. 2 of 2000
(the "ACT")**

FOR

**VSLs PROPRIETARY LIMITED
REGISTRATION NUMBER: 2014/003617/07**

Compilation date: 15th July 2021

Updated: _____

INDEX

1. Introduction to company and the type of business
2. Company Contact Details **(Section 51 (1) (a))**
3. The ACT and Section 10 Guide **(Section 51 (1) (b))** please note that this clause is mandatory to be included in all S 51 manuals as is.
4. Applicable Legislation **(Section 51 (1) (c))**
5. Schedule of Records **(Section 51 (1) (d))**
6. Form of Request **(Section 51 (1) (e))**
7. Any other information **(Section 51 (1) (f))** e.g. Prescribed Fees etc

1. Introduction to company and type of business

Name of Company: VSLs Proprietary Limited
Registration Number: 2014/003617/07
Type of business: Consulting and Training

2. Contact Details as per Section 51(1)(a)

Name of Directors: Christo Smit
Nadia Leonard
Registered Office Address: Block E, Lonehill Office Park, Lonehill Boulevard,
Lonehill, Gauteng, 2062
Postal Address: P O Box 1514, Lonehill, Johannesburg, Gauteng,
2062
Website address: www.vsls.co.za

Name of Information Officer: Chantelle van den Heever
- Cell: 071 163 7787
- Email: chantelle@vsls.co.za

Physical Address: 532 Amberley Crescent, Cedar Creek Estate, First
Road, Needwood, Johannesburg, Gauteng, 2191
Postal Address: P O Box 1514, Lonehill, Johannesburg, Gauteng,
2062

3. The ACT and Section 10 Guide as per Section 51(1)(b) please note that this clause is mandatory to be included in all S 51 manuals as is:

- The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission (SAHRC), which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.
- The contact details of the Commission are:

Postal Address : Private Bag X2700, Houghton, 2041
Telephone Number : (011) 877 3600
Fax Number : (011) 403 0625
Website : www.sahrc.org.za

NOTE: The Information Regulator as of **30 June 2021** has taken over the function of the Promotion of Access to Information Act (PAIA) from the South African Human Rights Commission (SAHRC). Should the public wish to lodge a complaint, they may approach the Regulator to adjudicate, or they may approach the court directly.

For more information and enquiries:

General enquiries: infoleg@justice.gov.za

Codes of Conduct: Codes.IR@justice.gov.za

Information Officers: registration.IR@justice.gov.za

Prior Authorisation: PriorauthorisationIR@justice.gov.za

Complaints: Complaints.IR@justice.gov.za

For media enquiries contact: Nomzamo Zondi / 078 674 2598 / NoZondi@justice.gov.za.

4. Applicable Legislation as per Section 51(1)(c)

Information is available in terms of the following legislation, if and where applicable (**as amended**):

- Basic Conditions of Employment Act No. 75 of 1997
- Labour Relations Act, No. 66 of 1995
- Companies Act No. 71 of 2008 and the Companies Regulation 2011
- Compensation of Occupational Injuries and Diseases Act No. 130 of 1993
- Value – Added Tax Act No. 89 of 1991
- Electronic Communications Act No. 36 of 2005
- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Insolvency Act No. 24 of 1936
- Copyright Act No. 98 of 1978
- Occupational Health and Safety Act No. 85 of 1993
- Usury Act No. 73 of 1968
- Promotion of Access to Information Act No. 2 of 2000
- Protection of Personal Information Act, No. 4 of 2013
- Skills development Levies Act No. 9 of 1999
- TradeMarks Act No. 194.of 1993
- Unemployment Insurance Act No. 30 of 1966
- Debt Collectors Act No. 114 of 1998
- National Qualifications Framework Act No. 67 of 2008
- Skills Development Act No. 97 of 1998
- Regulation of Interception of Communications and Provision of Communication-related Information Act No. 70 of 2002
- Securities Transfer Tax Administration Act No. 26 of 2007
- Stamp Duties Act No. 77 of 1968
- Intellectual Property Laws Amendments Act No. 38 of 1997
- Prescription Act No. 68 of 1969
- Financial Intelligence Centre Act No. 38 of 2001
- National Credit Act No. 34 of 2005
- Pension Funds Act No. 24 of 1956
- Preferential Procurement Policy Framework Act No. 5 of 2000
- Tobacco Products Control Act No. 83 of 1993
- Constitution of the Republic of South Africa No. 108 of 1996
- Broad-Based Black Economic Empowerment Act No. 53 of 2003

- Businesses Act No. 71 of 1991
- Competition Act No. 89 of 1998
- Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
- Consumer Protection Act No. 68 of 2008
- Standards Act No. 8 of 2008
- National Road Traffic Act No. 93 of 1996

5. Schedule of Records as per Section 51 (1) (d)

Public Affairs / Marketing:

- Product / Service information: Available on request or on website
- Media releases: Availability to be determined upon receipt of request.
- Public Corporate Records: Availability to be determined upon receipt of request.
- Marketing Strategies: Availability to be determined upon receipt of request.
- Data Base of Clients: Availability to be determined upon receipt of request.
- Website Information: Freely Available at: www.vsls.co.za

Financial & HR:

- Employment Contracts: Availability to be determined upon receipt of request.
- Agreements With Suppliers: Availability to be determined upon receipt of request.
- Purchase Agreements: Availability to be determined upon receipt of request.
- Financial Statements & Tax records: Availability to be determined upon receipt of request.
- Management Accounts: Availability to be determined upon receipt of request.

Corporate Governance:

- Directors and/or Executive Committee minutes and records
- Codes of Conduct
- Corporate Social Investment records
- Legal compliance
- Policies and procedures
- Risk Management Reports
- Shareholder Agreements
- CIPC and other Constitutional documents

6. Form of Request as per Section 51(1)(e)

To facilitate the processing of your request, kindly:

- Use the prescribed form, available on the website of the South African Human Rights Commission at www.sahrc.org.za or the Information Regulator at the Department of Justice (*after 30 June 2021*) at www.justice.gov.za.
- Address your request to the “Information Officer”.
- Provide sufficient details to enable VSLs PROPRIETARY LIMITED to identify:
 - The record(s) requested;
 - The requester (and if an agent is lodging the request, proof of capacity);
 - The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.
 - The form of access required;

- The postal address or fax number of the requester in the Republic;
- If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;

7. Any other Information as per Section 51(1)(f)

Prescribed Fees in Respect of Requests for Information (other than personal requests):

- A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid.
- The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za or the Information Regulator at the Department of Justice (**after 30 June 2021**) at www.justice.gov.za.