Versatex Trading 157 (Proprietary) Limited trading as Widex South Africa

(Registration number: 2001/005425/07)

Manual in terms of section 51 of the

Promotion of Access to Information Act, 2 of 2000

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1. Introduction

Widex is a family-owned company, founded in 1956 by the innovative engineer Christian Tøpholm and the talented entrepreneur Erik Westermann, with the main object being to provide solutions to hearing loss. Today, the company is owned and run by the second generation of the Tøpholm and Westermann families.

The Promotion of Access to Information Act 2 of 2000 ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

2. Contact particulars

Head of business:	Preakant Suresh Nagin		
Postal address:	P O Box 201011	Physical address:	22 Island Circle
	Durban North		Riverhorse Valley
	Durban		Durban
	4016		4017
Telephone number:	0860326061	Fax number:	0866831786
Information officer:	Ashwin Sewsunker		
E-mail address:	ashwin@widex.co.za		
Website:	www.widex.co.za		

3. Guide in terms of section 10 of The Act

In accordance with Section 10 of the Act, the South African Human Rights Commission (SAHRC) has published a Guide containing information reasonably required by a person wishing to exercise or protect any right contemplated in terms of the Act. This Guide appears on the SAHRC's website and a copy may be obtained in all official languages, from:

The South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone:	(011) 887 - 3600
Fax:	(011) 887 - 3601
Website:	www.sahrc.org.za
Email:	paia@sahrc.org.za

4. Facilitation of a request for access to information

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from Versatex Trading 157 (Proprietary) Limited trading as Widex South Africa.

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5. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

5.1 Basic Conditions of Employment Act 75 of 1997

5.2 Companies Act 71 of 2008

5.3 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993

5.4 Consumer Protection Act 68 of 2008

5.5 Employment Equity Act 55 of 1998

5.6 Income Tax Act 58 of 1962

5.7 National Credit Act 34 of 2005

5.8 Occupational Health and Safety Act 85 of 1993

5.9 Promotion of Access to Information Act 2 of 2000

5.10 Skills Development Levies Act 9 of 1999

5.11 Skills Development Act 97 of 1998

5.12 Unemployment Contributions Act 4 of 2002

5.13 Unemployment Insurance Act 63 of 2001

5.14 Value Added Tax Act 89 of 1991

6. Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying:

6.1 Pamphlets / Brochures

6.2 Posters

6.3 Marketing and promotional material

6.4 www.widex.co.za

7. Information available in terms of The Act

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with sections 62 to 69 of The Act.

7.1 Accounting records

7.1.1 Annual financial statements and working papers

7.1.2 General ledger

7.1.3 Subsidiary ledgers (receivables, payables, etc.)

7.1.4 Bank statements, cheque books, cheques

7.1.5 Customer and supplier statements and invoices

7.1.6 Deposit slips

7.1.7 Cash books and petty cash books

7.1.8 Fixed asset register

7.1.9 Tax returns and assessments

7.1.10 VAT returns

7.1.11 Lease or instalment sale agreements

7.1.12 Budgets and business plans

7.1.13 Insurance records

7.1.14 Auditor's reports

7.1.15 Inventory records (including stock take)

7.1.16 Credit agreements

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7.2 Auditors

7.2.1 Correspondence

7.3 Information Technology

7.3.1 Agreements

7.3.2 Client database

7.3.3 Hardware

7.3.4 Internet

7.3.5 Licenses

7.3.6 Systems support, programming and development

7.3.7 Operating systems

7.3.8 Software packages

7.3.9 Telephone exchange equipment

7.3.10 Telephone lines, leased lines and data lines

7.4 Insurance

7.4.1 Claim records

7.4.2 Insurance policies

7.5 Legal, Agreements and Contracts

7.5.1 Distributor, dealer or agency agreements

7.5.2 Contracts, including lease agreements and finance agreements

7.5.3 Warranty agreements

7.6 Sales and Marketing

7.6.1 Brochures, newsletters and marketing material

7.6.2 Customers

7.6.3 Domestic and export orders

7.6.4 Service and product information

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7.7 Personnel Records

7.7.1 Disability schemes
7.7.2 Disciplinary records
7.7.3 Employee evaluation and performance records
7.7.4 Employee information records
7.7.5 Employee loans
7.7.6 Employee remuneration
7.7.7 Employment applications
7.7.8 Employment contracts
7.7.9 Employment equity plan
7.7.10 Incentive schemes
7.7.11 IRP 5 and IT 3 certificates
7.7.12 Letters of appointment
7.7.13 Leave applications
7.7.14 Maternity leave policy
7.7.15 Medical aid records
7.7.16 Organisational design
7.7.17 Payroll
7.7.18 Particulars of each employee
7.7.19 Pension fund information
7.7.20 Policies and procedures
7.7.21 Training and development
7.7.22 UIF, PAYE and SDL returns
7.7.23 Workmen's Compensation documents

7.8 Statutory Company Records

7.8.1 Annual Statutory Returns
7.8.2 Certificate of Incorporation
7.8.3 Certificate to Commence Business
7.8.4 Memorandum and Articles of Association
7.8.5 Notice and minutes of shareholders' meetings
7.8.6 Minutes of directors' meetings
7.8.7 Register of Allotments
7.8.8 Register of company secretary and auditors
7.8.9 Register of directors and officers
7.8.10 Register of directors' shareholding
7.8.11 Register of past directors
7.8.12 General resolutions
7.8.13 Special resolutions
7.8.14 Resolutions
7.8.15 Shareholders' register
7.8.16 Securities register / uncertificated securities register

7.9 Tax

7.9.1 Income tax returns

7.9.2 Provisional tax returns

7.9.3 Tax assessments

7.9.4 Records relating to taxable gain or assessed capital loss

7.9.5 VAT documents

7.9.6 Records of importation goods and documents

7.9.7 Documentary proof substantiating the zero rating of supplies

8. Requesting procedures

Any person wishing to access any of the above categories of information or records, must complete the necessary request Form C. These forms are available from:

- the information officer at the offices of Versatex Trading 157 (Proprietary) Limited trading as Widex South Africa;
- the SAHRC website - www.sahrc.org.za;
- the Department of Justice and Constitutional Development website - www.doj.gov.za.

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

A requestor may also be called on to pay the addtional fees prescribed by regulation for searching for and compiling the information requested, including copying charges.

It is important to note that access is not automatic. The requestor must identify the right they are seeking to exercise or protect and explain why the record requested is required for the exercise or protection of that right.

9. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Versatex Trading 157 (Proprietary) Limited trading as Widex South Africa, from the South African Human Rights Commission and at www.widex.co.za.