

## PAIA MANUAL

Rogerwilco (Pty) Ltd

Company Registration Number 2015/144405/07

This manual has been prepared in terms of Section 51 of The Promotion of Access to Information Act 2/2000 (the "ACT")

### 1. Introduction

1.1. Rogerwilco (Pty) Ltd and its subsidiaries offer digital performance marketing and web development services.

1.2. This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("the Act"). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and / or protection of any right.

1.3. The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

1.4. A copy of the Act may be downloaded from: <http://www.justice.gov.za/>

### 2. Section 51(1) (a) - Contact Details

2.1. Directors: Charles Stewart; Jacobus Redelinghuys; Robert de Rooy\*; Andrew Wium\*; Christophe Viarnaud\*

2.2. PAIA contact Jakes Redelinghuys (jakes [at] rogerwilco [dot] co [dot] za)

2.3. Name: Rogerwilco (Pty) Ltd

Registration No.: 2015/144405/07

Address: Rogerwilco House, The Crescent, Durbanville, Cape Town, 7550, South Africa

Postal Address: Suite 272, private bag x22, Tygervalley, 7550, South Africa

Tel: +27 (21) 975 8181

Email: [paia@rogerwilco.co.za](mailto:paia@rogerwilco.co.za)

Website: [www.rogerwilco.co.za](http://www.rogerwilco.co.za).

### **3. Section 51(1) (b) - Information**

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, 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 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

### **4. Section 51(1) (c) - Applicable Legislation**

Information is available in terms of the following legislation, if and where applicable:

4.1. Income Tax Act No. 58 of 1962

4.2. Customs and Excise Act No. 91 of 1964

- 4.3. Unemployment Insurance Act No. 30 of 1966
- 4.4. Patents Act No. 57 of 1978
- 4.5. Manpower Training Act No 56 of 1981
- 4.6. Value Added Tax Act No. 89 of 1991
- 4.7. Compensation of Occupational Injuries and Diseases Act No. 130 of 1993
- 4.8. Occupational Health and Safety Act No. 85 of 1993
- 4.9. Trademarks Act No. 194.of 1993
- 4.10. Labour Relations Act No. 66 of 1995
- 4.11. Basic Conditions of Employment Act No. 75 of 1997
- 4.12. Employment Equity Act No. 55 of 1998
- 4.13. Skills Development Levies Act No. 9 of 1999
- 4.14. Promotion of Access to Information Act No. 2 of 2000
- 4.15. Unemployment Contributions Act 63 of 2001
- 4.16. Electronic Communications and Transactions Act No. 25 of 2002
- 4.17. National Credit Act No. 35 of 1005
- 4.18. Companies Act No. 71 of 2008
- 4.19. Consumer Protection Act 68 of 2008
- 4.20. Protection of Personal Information Act 4 of 2013
- 4.21. Employment Service Act No 4 of 2014

The above is not an exhaustive list of statutes that may require the keeping of records.

## 5. Section 51(1) (d) - Schedule of Records

<b>Records</b>	<b>Subject</b>	<b>Availability</b>
Public Affairs	Company and Product Information	Available on <a href="http://www.rogerwilco.co.za">www.rogerwilco.co.za</a>
	Media Releases	
	Blog	
Commercial	Company Registration Documents	Request via PAIA
	List of Directors	Request via PAIA
	List of Shareholders	Not available
	Director ID documents	Request via PAIA
	BBBEE documentation	Request via PAIA
	Contractual Agreements	Request via PAIA
	Customer Records	Request via PAIA
	Financial	Annual Financial Statements
	Company Tax Records	Request via PAIA
	Asset Register	Request via PAIA
	VAT Certificate	Request via PAIA
	Letter of Good Standing (SARS)	Request via PAIA
	Marketing	White Papers
	Case Studies	
	Research Reports	
Human Resources	Employment Application Information	Request via PAIA
	Employee Contracts	Request via PAIA
	Employee Tax Information	Request via PAIA
	Employee Performance Information	Request via PAIA
	Policies and Procedures	Request via PAIA
		Letter of good standing (OHSA)
Technical	Security Policies	Request via PAIA

## **6. Section 51(1) (e) - Form of Request**

6.1. The requester may request access to a record in writing to the address or email address as set out in Section 2 above.

6.2. The requester must provide sufficient detail on the request form to enable Rogerwilco to identify the record and the requester.

6.3. The requester must indicate which form of access is required.

6.4. The requester must identify the right that is to be exercised or protected, and provide an explanation of why the requested record is required for the protection or exercise of that right

6.5. If, in addition to a written reply from Rogerwilco, the requester wishes to be informed of a decision in respect of the request, the requester must provide Rogerwilco with the manner in which this response is to take place and the relevant contact details.

6.6. If the request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request, to the satisfaction of Rogerwilco.

## **7. Availability of the Section 51 manual**

7.1. A copy of this manual is available for inspection upon request at the offices of Rogerwilco (as set out in Section 2 above).

7.2. A copy of the manual is also available for downloading on [www.rogerwilco.co.za](http://www.rogerwilco.co.za) or by sending a request for a copy to the Managing Director by email.

7.3. This Manual will be updated from time to time, as and when required.

## **8. Section 51(1) (f) - Prescribed Fees**

8.1. A requester that seeks access to a record containing personal information about the requester is not required to pay the request fee.

8.2. Any other requester is required to pay the prescribed fee of R50.00, before a request may be processed.

8.3. If the preparation of the record requested requires more than the prescribed hours (six hours), a deposit shall be paid to Rogerwilco (the deposit shall not be more than one third of the access fee which would be payable if the request were granted).

8.4. The cost of the paper, photocopy, CD or other method of communicating the requested record will be borne by the requester in accordance with the fee structure as set out in the Act.

8.5. A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit.

8.6. Records may be withheld by Rogerwilco until the appropriate fees have been paid.

## **Annexure 1 - Fee Schedule**

Download from <http://sahrc.org.za/home/21/files/PAIA%20Notice%20on%20fees.pdf>

## **Annexure 2 - Request Form**

Download from [http://www.justice.gov.za/forms/paia/J752\\_paia\\_Form%20C.pdf](http://www.justice.gov.za/forms/paia/J752_paia_Form%20C.pdf)

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