



WATER AND SANITATION SERVICES
SOUTH AFRICA

Block E, Lincolnwood Office Park
Woodlands Drive, Woodmead 2128
PO Box 320, Rivonia 2128
South Africa
Tel: +27 11 209 9200
Fax: +27 11 804 5844

MANUAL

*relating to Private Bodies in terms of s51 of the Promotion of Access to Information
Act 2 of 2000*

Water and Sanitation Services South Africa (Pty) Ltd

(Registration number 1983/000881/07)

www.wssa.co.za

Water and Sanitation Services South Africa (Pty) Ltd. Reg. no: 1983/000881/07
Directors: HRH J de Nassau (Luxembourg) (Chairman), CNT Zwane (CEO),
CAB Naudè, AD Luthuli, AS Tshivhunge

MANUAL for PRIVATE BODIES
in terms of the
PROMOTION OF ACCESS TO INFORMATION ACT NO 2 of 2000
(hereinafter referred to as “the Act”)
INFORMATION REQUIRED UNDER SECTION 51 (1)(a) OF THE ACT

1. **HEAD OF THE COMPANY:** Mr Charles Naude (CFO)
- 1.2. **POSTAL ADDRESS:** PO Box 320, Rivonia, 2128
- 1.3. **STREET ADDRESS:** Block E, Lincolnwood Office Park, Woodlands Drive, Woodmead, SANTON, 2128
- 1.4. **TELEPHONE NUMBER:** 011 – 209 9221
- 1.5. **TELEFAX NUMBER:** 011 – 804 5844
- 1.6. **EMAIL ADDRESS:** cnaude@wssa.co.za

2. **GUIDE REFERRED TO IN SECTION 10:**
 - 2.1 **Human Rights Commission Guide**
In terms of the regulations to the Act.:
 - 2.(1) The Human Rights Commission must, as soon as possible after the guide has been compiled in terms of section 10(l) or updated in terms of section 10(3) of the Act-
 - (a) make available a copy of the guide, in each official language-
 - i) to the head of the national department responsible for Government communications and information services;
 - ii) to every place of legal deposit as defined in section 6 of the Legal Deposit Act, 1997 (Act No. 54 of 1997), and every tertiary education institution established by or under any law; and
 - iii) upon request, to the head or a private body;

- (b) make available, in each official language-
 - i) to the information officers of public bodies such number of copies of the guide as the information officer concerned has indicated in order to comply with regulation 3(1) or (2); and
 - ii) to the Director-General:Communications such number of copies of the guide as the Director-General has indicated in order to comply with regulation 3(3);
- (c) publish the guide in each official language in the *Gazette*;
- (d) make available the guide on the website of the Human Rights Commission.
 - (2) The Human Rights Commission may, on request, make available to the person and the institutions referred to in subregulation (1)(a) additional copies of the guide in the official languages requested.
 - (3)(a) Subject to paragraph (b), the Human Rights Commission may not charge any fee for a copy of the guide made available in terms of subregulation (1) or (2) or for inspection of a copy of the guide in terms of subregulation (1)(d).
 - (b) In respect of a copy of the guide made available in a manner other than that contemplated in paragraph (a), the Human Rights Commission may charge the fee prescribed in Item 1 of Part 1 of Annexure A.
 - (4) The information officer of the Department of Justice and Constitutional Development must, within 30 days after receipt of the copies of the guide in terms of regulation 2(1)(b)(i), provide-
 - (a) every Magistrate's Office with at least one copy of the guide in each official language; and
 - (b) all other offices of the Department of Justice and Constitutional Development at least one copy of the guide in each of the official languages used for the purposes of government as contemplated in section 6(3) of the Constitution by the province in which such office is located:Provided that a copy of the guide must be so provided in at least two of the official languages
 - (5) The information officer of a public body must, within 30 days after receipt of the copies of the guide in terms of regulation 2(1)(b)(i), provide every office of that public body with at least one copy of the guide in each of the official languages used for the purposes of government as contemplated in section 6(3) of the Constitution by the province in which such office is located:Provided that a copy of the guide must be so provided in at least two of the official languages.

- (6) The Director-General:Communications must, within 30 days after receipt of the copies of the guide in terms of regulation 2(1)(b)(ii), provide every post office, as defined in section 1 of the Postal Services Act, 1988 (Act No. 124 of 1998), with at least one copy of the guide in each of the official languages used for the purposes of government as contemplated in section 6(3) of the Constitution by the province in which such post office is located: Provided that a copy of the guide must be so provided in at least two of the official languages.
- (7) The head of an office referred to in subregulations (1) and (2) and the person in charge of a post office referred to in subregulation (3)-
- (a) must, during office hours and upon request, make available for public inspection a copy of the guide in the official languages available;
- (b) may not charge a fee for a public inspection referred to in paragraph (a); and
- (c) may, in respect of a copy of the guide or part thereof made available in a manner other than that contemplated in paragraph (a), charge the fee prescribed in Item 1 of Part 1 of Annexure A.”

At date of compilation of this manual the Human Rights Guide had not yet been compiled.

3. **SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE COMPANY:**

Annexure “A” hereto contains a description of the subjects and categories of records held by the company other than those referred to in paragraphs 4 or 5 hereof and to which access may be sought in terms of the Act.

4. **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION:**

Details of records available for inspection in terms of the Companies Act **Companies Act No 71, 2008** and other legislation are set forth in Annexure “B” hereto.

5. **LATEST NOTICE IN TERMS OF SECTION 52(2), IF ANY:**

Categories of the records of the company (if any) submitted to the Minister in terms of s52(1) that are available without request for access in terms of the Act are set forth in Annexure “C” hereto.

6. **OTHER INFORMATION AS PRESCRIBED:**

Not applicable



WATER AND SANITATION SERVICES
SOUTH AFRICA

Block E, Lincolnwood Office Park
Woodlands Drive, Woodmead 2128
PO Box 320, Rivonia 2128
South Africa
Tel: +27 11 209 9200
Fax: +27 11 804 5844

ANNEXURE A

SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE COMPANY (s51(1)(e) of the Act)

COMPANIES ACT RECORDS

Memorandum of Incorporation

Records relating to appointment of directors/auditor/secretary/public officer and other officers

Share Register and other statutory registers

Asset register

Minute books of Shareholders resolutions

Minute books of Directors resolutions

FINANCIAL RECORDS

Annual financial statements

Tax returns

Accounting records

Banking records:

Bank statements

Electronic banking records

EMPLOYMENT/EMPLOYEES RECORDS

Employment contracts

Restraint and other agreements with employees

Contracts between the company and its employees.

Employee records

Leave records

Sick leave records

Loans to employees

Wages and salary records

Employee insurance records

Motor vehicle scheme/allowances

Records of contributions to Industrial Council of other bodies

Records containing personal information concerning employees including:

Disciplinary proceedings/ warnings

Medical records

Training records

Medical Aid records

Rules of medical aid fund

Members of medical aid fund

Contributions paid to medical aid for employees

Medical reports/information relating to employees



WATER AND SANITATION SERVICES
SOUTH AFRICA

Block E, Lincolnwood Office Park
Woodlands Drive, Woodmead 2128
PO Box 320, Rivonia 2128
South Africa
Tel: +27 11 209 9200
Fax: +27 11 804 5844

Pension Fund records
Pension fund rules
Members of pension fund
Records of contributions to pension fund
Provident Fund records
Provident fund rules
Members of provident fund
Records of contributions to provident fund
Income Tax Records
PAYE records
Documents issued to employees for income tax purposes
Records of payments made to SARS on behalf of employees

IMMOVABLE PROPERTY

Records relating to ownership of immovable property
Title deeds
Mortgage bonds
Sale agreements
Leases with tenants of the property
Records of rental payments
Records relating to property leased
Leases with landlords
Records of rental paid
Subleases

MOVABLE PROPERTY

Fixed asset register
Instalment Sale agreements
Leases
Rental agreements
Notarial Bonds
Pledges and cessions

INTELLECTUAL PROPERTY

Patents
Trade Marks and Logos
Trade secrets
Designs and formulae
Copyright material

CUSTOMER RECORDS

Customer lists
Credit Application forms
Suretyships and documents relating to security furnished by customers

www.wssa.co.za

Water and Sanitation Services South Africa (Pty) Ltd. Reg. no: 1983/000881/07
Directors: HRH J de Nassau (Luxembourg) (Chairman), CNT Zwane (CEO),
CAB Naudè, AD Luthuli, AS Tshivhunge



WATER AND SANITATION SERVICES
SOUTH AFRICA

Block E, Lincolnwood Office Park
Woodlands Drive, Woodmead 2128
PO Box 320, Rivonia 2128
South Africa
Tel: +27 11 209 9200
Fax: +27 11 804 5844

SUPPLIER RECORDS

Supplier lists
Stock purchase records
Records recording security furnished to suppliers
Credit application forms

ENVIRONMENTAL

Exposure to hazardous substance records (air monitoring)
Factory environmental sampling (air monitoring)
Records of environment spillage
Records of factory storm-water run-off

MACHINERY AND SAFETY

Legal appointment forms
Equipment inspection records
Coid wage returns
Incident investigation register
Health and safety reports
Injuries on duty records
All registers as required by O.H.S. Act
Minutes of health and safety meetings

ANNEXURE B

RECORDS AVAILABLE FOR INSPECTION IN TERMS OF OTHER LEGISLATION

1. RECORDS AVAILABLE FOR INSPECTION IN TERMS OF THE COMPANIES ACT 71 OF 2008

Share Register

Registers of:

- allotments
- debenture holders
- directors and officers
- interest in contracts of directors and officers
- pledges, cessions and bonds

2. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Records kept in terms of:

- Sections 29 (4) and 31 of the Basic Conditions of Employment Act 75 of 1997
- Section 26 of the Employment Equity Act 55 of 1998
- Section 13 of the Skills Development Levies Act 9 of 1999
- Sections 98, 99 and 205 of the Labour Relations Act
- Section 81 of the Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Section 55 of the Value Added Tax Act 89 of 1991
- Sections 32 and 33 of the Unemployed Insurance Act 30 of 1966
- Section 75 (1) of the Income Tax Act 58 of 1962.



WATER AND SANITATION SERVICES
SOUTH AFRICA

Block E, Lincolnwood Office Park
Woodlands Drive, Woodmead 2128
PO Box 320, Rivonia 2128
South Africa
Tel: +27 11 209 9200
Fax: +27 11 804 5844

ANNEXURE C

RECORDS AVAILABLE WITHOUT REQUEST IN TERMS OF THE ACT

NOT APPLICABLE