

Unwembi Communications



Act 2 of 2000, The Promotion of Access to Information

Prepared in accordance with Section 51 of the
Promotion of Access to Information Act No. 2 of 2000

Effective Date: 18 August 2003

1. Part I: Particulars of the Private Body -
(Information required under section 51(1)(a) of the Act):

- a. Name of the Body
Unwembi Communications
- b. Head of the Body (Information Officer)
Duncan Harford
- c. Postal Address
PO Box 23469, Claremont, 7735
- d. Street Address
4th floor, Letterstedt House, Newlands on Main,
Newlands, Cape Town 7700
- e. Telephone Number
021 683 4515
- f. Fax Number
021 683 4104
- g. Web address
www.unwembi.co.za
- h. Contact Details of Information Officer
 - i. e-mail: info@unwembi.co.za
 - ii. Phone: 021 683 4515
 - iii. Fax: 021 683 4104

2. Part II - Description and Access to the Guide –

(Information required under section 51(1)(b) of the Act):

- a. Section 51(1)(b) of the Act refer to the guide as described in section 10, if available, and how to access it.
- b. The Human Rights Commission must, within 18 months after the commencement of Section 10 of the Act, compile a guide in each official language. The guide must contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2 of 2002.
- c. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15th February 2002 set forth how the Human Right Commission should make the guide available.

3. Part III - Voluntary Disclosure and Automatic Availability of Certain Records -

(Copy of notice, if any, required under section 51(1)(c) of the Act):

- a. Not applicable.
- b. Automatically available from the Unwembi Communications website – www.unwembi.co.za

4. Part IV - Records available in accordance with any other legislation –

(Information required under section 51(1)(d) of the Act):

Legislation		
1. Administration of Estates Act, No. 66 of 1965		
2. Arbitration Act No. 42 of 1965		
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		
6. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988		

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7. Copyright Act No. 98 of 1978		
8. Credit Agreements Act No. 75 of 1980		
9. Currency and Exchanges Act No. 9 of 1933		
10. Debtor Collectors Act No. 114 of 1998		
11. Employment Equity Act No. 55 of 1998		X
12. Finance Act No. 35 of 2000		
13. Financial Services Board Act No. 97 of 1990		
14. Financial Relations Act No. 65 of 1976		
15. Harmful Business Practices Act No. 23 of 1999		
16. Income Tax Act No. 95 of 1967		X
17. Insolvency Act No. 24 of 1936		
18. Insurance Act No 27 of 1943		
19. Intellectual Property Laws Amendments Act No. 38 of 1997		
20. Labour Relations Act No. 66 of 1995		X
21. Long Term Insurance Act No. 52 of 1998		
22. Medical Schemes Act No. 131 of 1998		
23. Occupational Health & Safety Act No. 85 of 1993		
24. Pension Funds Act No. 24 of 1956		
25. Post Office Act No. 44 of 1958		
26. Protection of Businesses Act No. 99 of 1978		
27. Regional Services Councils Act No. 109 of 1985		
28. SA Reserve Bank Act No. 90 of 1989		
29. Short Term Insurance Act No. 53 of 1998		
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		
33. Stock Exchange Control Act No. 1 of 1985		
34. Tax on Retirement Funds Act No. 38 of 1996		
35. Trade Marks Act No. 194 of 1993		
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

5. Part V - Access to Information

(Information required under section 51(1)(e) of the Act):

5.1 Methods of Access to Manual

- a. Government Gazette to be published
- b. Human Rights Commission – a copy will be made available to the Commission
- c. Unwembi Communications website - www.unwembi.co.za
 - i. The Unwembi Communications website is accessible to anyone who has access to the Internet.

5.2 Description of Records

The Unwembi Communications website consists of the following categories:

- € Contact details
- € Background
- € Services
- € Staff profiles
- € Clients

Other Record Categories –

- ii. Commercial and Legal
 - 1. Contracts and Agreements
 - 2. Company Confidential – Historical significance
 - 3. Meeting Minutes
 - 4. Shareholders
 - 5. Property Leases and Agreements
 - 6. Trademark
 - 7. Resolutions – Directors
 - 8. Correspondence
- iii. Financial
 - 1. Financial Year-end Results
 - 2. Financial Analysis and Reports
 - 3. Budgets
 - 4. Tax and Levies
- iv. Human Resources
 - 1. Employees Personnel Information
 - 2. Employees History (skills and experience)
 - 3. Educational Background
 - 4. Training and Development
 - 5. Health
 - 6. Salaries and Wages
 - 7. Contracts and Agreements
 - 8. Employment Equity
- v. Marketing

1. Advertising
 2. Contracts with Suppliers
 3. Product Ranges and Pricing
- vi. Health & Safety
1. Policies
 2. Accidents and Incidents Reports