

## **VdW and Co (Pty) Ltd**

### **A GUIDE TO ACCESSING OUR INFORMATION IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000**

#### **INTRODUCTION**

VdW&Co is an association management company based in Sandton serving the administrative and financial management needs of associations, locally and internationally.

#### **CONTACT DETAILS**

Full Name: VdW and Co (Pty) Ltd

Information Officer: Chief Executive Officer – Jean Venter

Registration Number: 2006/000359/07

Registered Address: Hurlingham Office Park, 59 Woodlands Avenue Hurlingham Manor, Sandton

Postal Address: PO Box 868, Ferndale, 2160

Telephone: (011) 061 5000

Email Address: [services@vdw.co.za](mailto:services@vdw.co.za)

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

#### **SECTION 10 GUIDE ON HOW TO USE THE PAIA**

The Section 10 Guide on how to use the PAIA is available from the South African Human Rights Commission, 27 Stiemens Street Braamfontein, 2001. Ph. (011) 877 3600 Email [paia@sahrc.org.za](mailto:paia@sahrc.org.za)  
Website [www.sahrc.org.za](http://www.sahrc.org.za)

#### **5. RECORDS AVAILABLE IN TERMS OF PAIA**

- Memorandum of Incorporation
- Accounting, Banking and Tax Records
- Staff Records
- Membership, Governance and Financial Records of Client Associations.

## **6. PROCEDURE FOR REQUESTING ACCESS TO A RECORD IN PARAGRAPH 5**

- 6.1 Should a requester wish to request access to a record of any of the above categories of information, the requester must apply in writing to the address provided, to the Executive Officer. The requester must provide sufficient detail on the request form to enable the association to identify the record and the requester. The requester should also indicate which form of access is required.
- 6.4 The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

## **7. FEES FOR REQUESTING ACCESS TO A RECORD IN PARAGRAPH 5**

A requester who seeks access to a record containing personal information about that requester is not required to pay a request fee. Every other requester must pay the prescribed request fee before VdW&Co processes the request.

## **8. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION**

- Income Tax Act No. 58 of 1962
- Value Added Tax Act No. 89 of 1991