

WCA CONSULTANTS CORPORATION CC

**Manual compiled in terms of
section 51 of Act 2 of 2000**

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CONTACT DETAILS

Postal address: Postnet Suite 192
Private Bag X103
N1 City
7463

Telephone: 021-5912951

Website address: www.wcacorporation.com

E-mail address: andre@wcacorporation.com

DESCRIPTION OF SECTION 10 GUIDE

The South African Human Rights Commission has compiled a guide to help persons who wish to exercise any of the rights granted to them by the Act. The guide is available from www.sahrc.org.za or by writing to

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

or for inspection at the offices of the South African Human Rights Commission at

29 Princess of Wales Terrace

corner of York and St Andrews Streets

Parktown

or by contacting them telephonically on (011) 484 8300 or by fax on (011) 484 0582.

CATEGORIES OF RECORDS AND SUBJECTS ON WHICH RECORDS ARE HELD

Products and Services

- Hardware
- Software
- Consulting

Company records

- Records kept in terms of the Close Corporations Act, 69 of 1984
- Records kept in terms of the Income Tax Act, 58 of 1962
- Records kept in terms of the Value Added Tax Act, 89 of 1991
- Clients
- Information Technology
- Financial

Subjects of records held

- Members
- Consultants / contractors
- Clients

Records held for the above

- Financial
- Confidential
- Contractual / legal

VOLUNTARY DISCLOSURES NOTICE IN TERMS OF SECTION 52

No notices have been published by WCA Consultants Corporation CC in terms of section 52(2) of the Act. All requests for information require the completion of the request form. Certain records are freely available on www.wcacorporation.com without the need to complete the request form.

PROCEDURE FOR REQUESTING INFORMATION

The following procedures must be followed when a person wants to request information from WCA Consultants Corporation CC:

- Complete the prescribed request form.
- Send the completed request form for the attention of The Founding Member to the address stipulated in the contact details section of this manual.
- The Founding Member will forward your request for processing and inform you of the fee (if any) payable to obtain the record and of the further steps to follow for finalisation of the request. Please note that access to certain records may be denied on certain grounds as set out in the Act.