

VERSO MONEY BROKERS (PTY) LTD

*Manual in terms of section 51 of the
Promotion of Access to Information Act, 2 of 2000*

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000

(THE ACT)

SECTION 51 MANUAL OF VERSO MONEY BROKERS (PTY) LTD (REGISTRATION NUMBER: 2008/022325/07)

1. CONTACT PARTICULARS

Head of business:	Mr Andries Carstens	Information officer:	Mr Raymond Wentworth
Postal address:	PO Box 4300 Tyger Valley 7536	Physical address:	Belmont Office Park Twist Street Bellville 7530
Telephone number:	021-943 5300	Fax number:	021-917 4111
E-mail address:	info@verso.co.za		
Website:	www.verso.co.za		

2. INTRODUCTION

Short term money market trading.

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, contact number (011) 887-3600 or www.sahrc.co.za.

4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from Verso Money Brokers (Pty) Ltd.

5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Information is available in terms of certain provisions of the following legislation:

- 5.1 COMPANIES ACT 61 OF 1973
- 5.2 COMPANIES ACT 71 OF 2008

- 5.3 FINANCIAL ADVISORY AND INTERMEDIARY SERVICE ACT 37 OF 2002
- 5.4 FINANCIAL SERVICES BOARD ACT 97 OF 1990
- 5.5 INCOME TAX ACT 58 OF 1962
- 5.6 LABOUR RELATIONS ACT 66 OF 1995
- 5.7 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 5.8 PENSION FUNDS ACT 24 OF 1956
- 5.9 PROTECTION OF INFORMATION ACT 84 OF 1982
- 5.10 PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
- 5.11 SOUTH AFRICAN REVENUE SERVICES ACT 34 OF 1997
- 5.12 SKILLS DEVELOPMENT LEVIES ACT 9 OF 1999
- 5.13 SKILLS DEVELOPMENT ACT 97 OF 1998
- 5.14 UNEMPLOYMENT INSURANCE ACT 63 OF 2001
- 5.15 VALUE ADDED TAX ACT 89 OF 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

The following categories of records are automatically available for inspection, purchase or photocopying:

- 6.1 NEWSLETTERS
- 6.2 PAMPHLETS / BROCHURES
- 6.3 POSTERS
- 6.4 REPORTS
- 6.5 MARKETING AND PROMOTIONAL MATERIAL
- 6.6 WWW.VERSO.CO.ZA

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

- 7.1 ACCOUNTING RECORDS
 - Annual financial statements and working papers

- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Deposit slips
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Lease or instalment sale agreements
- Budgets and business plans
- Insurance record
- Investment records
- Auditor's reports
- Systems documentation
- Management review
- Capital expenditure
- Credit agreement
- Record of assets
- Record of liabilities
- Record of loans to related parties
- Record of liabilities and obligation
- Record of property held
- Record of revenue
- Record of expenses

7.2 AUDITORS

- Correspondence

7.3 FIXED PROPERTY

- Leases

7.4 HEALTH AND SAFETY

- Register, record of earnings, time worked, payment and particulars of all employees
- Health and safety committee's records of each recommendation affecting the health of employees and reports made to the inspector
- Emergency response plans

7.5 INFORMATION TECHNOLOGY

- Agreements
- Capacity and utilisation of current systems
- Client database
- Development or investment plans
- Disaster recovery processes and procedures
- Hardware
- Internet
- Intranet
- Licenses
- Systems support, programming and development
- LAN Installations
- Operating systems
- Software packages
- Telephone exchange equipment
- Telephone lines, leased lines and data lines

7.6 INSURANCE

- Claim records
- Details of coverage, limits and insurers
- Insurance policies

7.7 INTELLECTUAL PROPERTY

- Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, use agreements, joint venture agreements and joint development agreements.
- Copyrights
- Designs, trademarks, trade names and protected names

7.8 LEGAL, AGREEMENTS AND CONTRACTS

- Acquisition or disposal documentation
- Agreements with contractors, suppliers and clients
- Agreements with customers
- Agreements with governmental agencies
- Agreements with shareholders, officers or directors
- Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements
- Material agreements relating to provision of services or materials

- Contracts, including lease agreements and finance agreements
- Restraint agreements
- Sale agreements
- Settlement agreements
- Electronic communications - Personal information and the purpose for which the data was collected
- Electronic communications - Record of any third party to whom the information was disclosed
- Electronic communications - All personal data which has become obsolete

7.9 PERSONNEL RECORDS

- Attendance register
- Disability schemes
- Disciplinary records
- Employee evaluation and performance records
- Employee information records
- Employee remuneration
- Employment applications
- Employee date of birth
- Employment contracts
- Employment equity plan
- Expense accounts
- Funeral insurance scheme
- Group life
- Health and safety records
- Incentive schemes
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Medical aid records
- Name and occupation of each employee
- Payroll
- Particulars of each employee
- Pension fund information
- Personnel file
- Policies and procedures

- Provident fund information
- Recruitment and appointments
- Salary and wage registers
- Salary slips and wage records
- Staff records after employment
- Study assistance schemes
- Tax returns of employees
- Time records
- Training and development
- UIF, PAYE and SDL returns
- Workmen's Compensation documents

7.10 SALES AND MARKETING

- Brochures, newsletters and marketing material
- Customers
- Media releases
- Service and product information

7.11 STATUTORY COMPANY RECORDS

- Annual Statutory Returns
- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Dividend register
- Directors' attendance register
- Index of Members
- Memorandum and Articles of Association
- Memorandum of Incorporation and alterations / amendments
- Notice and minutes of shareholders' meetings
- Minutes of directors' meetings
- Register of Allotments
- Register of company secretary and auditors
- Register of directors and officers
- Register of directors' shareholding
- Register of past directors
- Registration Certificate
- Reports presented at Annual General Meeting

- General resolutions
- Special resolutions
- Resolutions
- Rules
- Shareholders' agreements
- Shareholders' register

7.12 TAX

- Income tax returns
- Provisional tax returns
- Tax assessments
- Documents relating to where the objection and appeal is lodged
- Records relating to taxable gain or assessed capital loss
- VAT documents
- Records of importation goods and documents
- Vendors information

8. GENERAL

Not applicable.

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of Verso Money Brokers (Pty) Ltd, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

10. AVAILABILITY OF THE MANUAL

Copies of this manual are available for inspection, free of charge, at the offices of Verso Money Brokers (Pty) Ltd, from the South African Human Rights Commission and at www.verso.co.za.

11. SIGNATORY

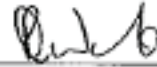
According to Section 51 of the Promotion of Access to Information Act, 2 of 2000 – This manual should be duly signed by the Information officer.

Mr Raymond Wentworth

Information officer

19 January 2012

Date



Signature of Information officer