

Registration Number:

2005/159504/23

# **VIVO VISUAL VOICE cc**

**MANUAL**

**in terms of**


**Section 51 of**

**The Promotion of Access to Information Act**

**2/2000**

**(the "ACT")**

DATE OF COMPILATION: 13<sup>th</sup> December 2011  
DATE OF REVISION: 14<sup>th</sup> December 2017



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## **1. INTRODUCTION**

Vivo Visual Voice cc (established as Vivo in May 2002 as a sole proprietorship) started trading as a close corporation in June 2009 and functions in the Advertising and Marketing sector.

Vivo Visual Voice cc supplies materials and branding for Promotional Gifts, Corporate Clothing, Banner Displays & Equipment and Stage Scrim.

## **2. COMPANY CONTACT DETAILS (Section 51 (1) (a))**

Directors:                      Mr GW D'Alessandro (Managing Member)  
   Mrs RL D'Alessandro (Associate Member)

Office Manager/CEO:      Mr GW D'Alessandro

Postal Address:              51 Millway Road, Victory Park, Johannesburg, 2195

Street Address:              51 Millway Road, Victory Park, Johannesburg, 2195

Telephone Number:        083 324 7172

Fax Number:                 086 263 7017

Email:                         vivo@worldonline.co.za.co.za

Website:                      www.vivovisualvoice.com



### 3. THE ACT (Section 51(1) (b))

3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

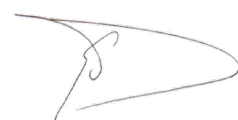
Postal Address: Private Bag 2700, Houghton, 2041  
Telephone Number: +27-11-877 3600  
Fax Number: +27-11-403 0625  
Website: www.sahrc.org.za

### 4. APPLICABLE LEGISLATION (Section 51 (1) (c))

1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 69 of 1984	Close Corporations Act
9	No 25 of 2002	Electronic Communications and Transactions Act
10	No 2 of 2000	Promotion of Access of Information Act
11	No 30 of 1996	Unemployment Insurance Act

### 5. Schedule of Records (Section 51 (1) (d))

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"><li>• Public Product Information</li><li>• Public Corporate Records</li><li>• Media Releases</li></ul>	Freely available on web site. <a href="http://www.vivivisualvoice.com">www.vivivisualvoice.com</a>
Financial	<ul style="list-style-type: none"><li>• Financial Statements</li><li>• Financial and Tax Records</li><li>• Asset Register</li><li>• Management Accounts</li></ul>	Request in terms of PAIA.
Marketing	<ul style="list-style-type: none"><li>• Market Information</li><li>• Public Customer Information:<ul style="list-style-type: none"><li>◦ Product Brochures</li></ul></li><li>• Product Sales Records</li><li>• Customer Database</li></ul>	Limited Information available on web site. <a href="http://www.vivovisualvoice.com">www.vivovisualvoice.com</a>  Request in terms of PAIA Request in terms of PAIA



## **6. FORM OF REQUEST (Section 51 (1) (e))**

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).
- 6.2** Address your request to the Head of the Company (CEO).
- 6.3** Provide sufficient details to enable the COMPANY to identify:
  - (a) The record(s) requested;
  - (b) The requester (and if an agent is lodging the request, proof of capacity);
  - (c) The form of access required;
  - (d) (i) The postal address or fax number of the requester in the Republic;  
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

## **7. PRESCRIBED FEES (Section 51 (1) (f))**

The following applies to requests (other than personal requests):

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).



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