

WELKOM MEDICAL CENTRE (FREE STATE) (PTY) LTD

A. CONTENTS

Introduction to Welkom Medical Centre (Free State) (PTY) LTD

1. Contact details of head
2. The Guide
3. Records available in terms of legislation
4. Access to records held by Welkom Medical Centre (Free State) (PTY) LTD
 - (I) Subjects and categories of records held by Welkom Medical Centre (Free State) (PTY) LTD
 - (II) The request procedures
5. Availability of the manual
6. Prescribed fees and forms for private bodies

A. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Introduction to Welkom Medical Centre (Free State) (PTY) LTD

1. Contact details of head

Hospital Manager	:	Linda Gebhardt
Postal address	:	PO Box 2555 Welkom 9460
Physical address	:	5 Lategan Street St Helena Welkom 9460
Background	:	Day Hospital and Sub-Acute Hospital
Telephone	:	+27 57 352 2114
Facsimile	:	+27 57 352 3155
E-mail	:	linda@wmedcentre.co.za

2. The Guide

The guide will, according to the South African Human Rights Commission, be available by not later than August 2004. Please Direct any queries to:

The South African Human Rights Commission:
PAIA Unit
The Research and Documentation Department

Postal address	:	Private Bag 2700 Houghton 2041
Telephone	:	+27 11 484 8300
Facsimile	:	+27 11 484 0582
Website	:	www.sahrc.org.za
E-mail	:	PAIA@sahrc.org.za

3. Records Available in terms of other legislation

3.1 Companies Act 61 of 1973

- 3.1.1 All documents including the memorandum and articles of association of incorporation of Welkom Medical Centre (Free State) (PTY) LTD are lodged at the offices of the registrar of Companies, and may be inspected there.
- 3.1.2 The register of members of Welkom Medical Centre (Free State) (PTY) LTD is open for inspection by any person at the registered office of Welkom Medical Centre (Free State) (PTY) LTD. Records kept in regard to a register of transfer (of members), are also available for inspection at the registered office.

4. Access to records held by Welkom Medical Centre (Free State) (PTY) LTD

- (I) Subject and categories of records held by Welkom Medical Centre (Free State) (PTY) LTD

Note: This section of the Manual sets out the subject and category of records held by Welkom Medical Centre (Free State) (PTY) LTD. The inclusion of any subject or category of records should not be taken as an indication that records falling within subjects and/or categories will be made available to a request for such records.

4.1 Incorporation documents

4.2 Constitution of Welkom Medical Centre (Free State) (PTY) LTD

4.3 Financial records of Welkom Medical Centre (Free State) (PTY) LTD

4.4 Banking details of Welkom Medical Centre (Free State) (PTY) LTD

4.5 Human resources / employment records

4.6 Insurance records

4.7 Moveable property records

4.8 Informational technology records

4.9 Miscellaneous agreements of Welkom Medical Centre (Free State) (PTY) LTD

4.10 Correspondence (internal and external)

4.11 Other information

4.12 Web page : www.wmedcentre.co.za (accessible to anyone who has access to the Internet)

Forms of request:

- The request must use the prescribed form to make the request for access to a record. This must be to the head of Welkom Medical Centre (Free State) (PTY) LTD. This request must be made to the address, fax number or electronic mail address of the head of Welkom Medical Centre (Free State) (PTY) LTD.
- The requester must provide sufficient detail on the request form to enable the head of Welkom Medical Centre (Free State) (PTY) LTD to identify the record of the requester. The requester should also indicate which form of access is required. The requestor should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation as to why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of Welkom Medical Centre (Free State) (PTY) LTD

Fees

- The head of Welkom Medical Centre (Free State) (PTY) LTD must notify the requester (other than a personal requester) by notice, requiring the requester to pay the fee of R50,00 before further processing the request. A personal requester does not pay such a fee.
- The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- The head of Welkom Medical Centre (Free State) (PTY) LTD will then make a decision on the request and notify the requester in the required form.
- If the request is granted then a further access fee must be paid for search, reproduction, preparation and for any time that had exceeded the prescribed hours to search and prepare the records for disclosure.

5. Availability of the manual

The manual is available for inspection at the office of Welkom Medical Centre (Free State) (PTY) LTD free of charge. Copies are also available with SAHRC, and the Government Gazette.

6. Prescribed fees and forms in respect of private bodies

The prescribed forms and fees for request to private bodies, are available on the website of the Department of Justice and Constitutional Development:

www.doj.gov.za



Hospital Manager

Sr L Gebhardt

13 January 2016