

FRAMEWORK GUIDELINE

MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, No. 2 of 2000 (“the ACT”)

For

‘KGABOLIZE RECRUITMENT CONSULTANCY’

[RECRUITMENT SERVICES]

A. CONTACT DETAILS OF THE COMPANY AND THE INFORMATION OFFICER

Information Officer: Ms Ronel Van Der Westhuizen

DOL Registration Number: 4033

APSO Membership Number: K004 -S

Registered Address: Blue Dot Properties

41 Thembi Office Place

Calderwood Road

Lonehill

Fourways

Postal address: PO Box 12782

Vorna Valley

1686

Telephone number: 011 691 7915

Facsimile number: 086 518 7285

E-mail: Norma@kgabolize.co.za

General email address: Norma@kgabolize.co.za

Website: www.kgabolize.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC)

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. The Human Rights Commission may be contacted at:

Postal Address: Private Bag 2700 Houghton 2041,

Telephone number: + 27 11 877 3600

Facsimile number: + 27 11 877 3750

Website: <http://www.sahrc.org.za>

C. RECORDS AVAILABLE IN TERMS OF APPLICABLE LEGISLATION:

The following records of the COMPANY are available on demand:

1. Basic Conditions of Employment Act
2. Workmen's Compensation Act
3. Company Act
4. Consumer Protection Act
5. Employment Equity Act
6. Labour Relations Act
7. Occupational Health and Safety Act
8. Promotion of Access to Information Act
9. Skills Development Act
10. Value Added Tax Act
11. Income Tax Act
12. Unemployment Insurance Act

D. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Not applicable

E. DESCRIPTION OF RECORDS HELD BY THE COMPANY:

1. **General Administrative and Documentation**
2. **CC Agreements and Partnerships**
3. **General Correspondence**
4. **Lease Agreements**
5. **Staff Documents i.e. (ID, Tax, Salary Records, Funeral Plan, Contracts)**
6. **Sales and Marketing i.e. (Company Profile, Sales Records, SLA's, CV's, Job Specs, Price list, Interview Methods)**

7. Financial i.e. (Financial Statements, Bank Account details, Tax Records, VAT Records)

8. Other i.e. (Software, Licenses, Applications)

F. REQUEST PROCEDURE

- The request must be made to the person specified in A above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form (Form C) in terms of the Act and the Regulations thereto.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of 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 then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.
- The Information Officer must notify the requester (other than a personal requester by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The Information Officer will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

G. AVAILABILITY OF THE MANUAL

The COMPANY'S manual is available for inspection free of charge at the registered address of the COMPANY (see A above). In addition, a copy is available from the SAHRC (see contact details in B above) and on the COMPANY'S website.