



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

for

**NOBUNTU RECRUITMENT (PTY) LTD**  
'Registered Name of the Company'

**REGISTRATON NO. 2004/031394/07**

Nobuntu Recruitment (Pty) Ltd focuses its business in the recruitment industry. Nobuntu Recruitment is a competitive provider of Engineering, Retail and Generalist Recruitment. Our Clients range throughout South Africa within the Mining, Petrochemical, Power, Manufacturing and Retail sectors, we provide resources within the Temporary, Contracting and Permanent environments.

**CONTACT DETAILS OF THE COMPANY AND THE INFORMATION OFFICER**

<b>Information Officer:</b>	Samantha J Preuss
<b>DOL Registration Number:</b>	7037
<b>APSO Membership Number:</b>	N008-S
<b>Registered Address:</b>	61 Western Service Road, Wendywood, 2148
<b>Postal address:</b>	P O Box 135, Wendywood, 2144
<b>Telephone number:</b>	011 656 1220
<b>Facsimile number:</b>	011 656 1211
<b>E-mail:</b>	samantha@nobuntu.co.za
<b>General email address:</b>	info@nobuntu.co.za
<b>Website:</b>	www.nobuntu.co.za



## **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>

## **RECORDS AVAILABLE IN TERMS OF APPLICABLE LEGISLATION: SECTION 51(1)(d)**

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995\
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

## **SUBJECTS & CATEGORIES OF RECORDS HELD BY NOBUNTU RECRUITMENT (PTY) LTD: SECTION 51(1)(e)**

### **1. COMPANIES ACT RECORDS**

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Records relating to the appointment of directors/ auditor/ secretary/public officer and other officers
- Share Register and other statutory registers



## 2. FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Bank Statements
- Paid Cheques
- Electronic banking records
- Asset Register
- Rental Agreements
- Invoices

## 3. INCOME TAX RECORDS

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
  - o VAT
  - o Skills Development Levies
  - o UIF
  - o Workmen's Compensation



#### **4. PERSONNEL DOCUMENTS AND RECORDS**

- CV's
- Job specifications
- Interview notes
- Employment contracts
- Employment Equity Plan (if applicable)
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records

#### **REQUEST PROCEDURE**

- The request must be made to the person specified above and at the contact details specified above.
- Any request for access to records in terms of the Act must be completed on the prescribed form 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.

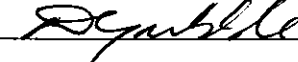

#### AVAILABILITY OF THE MANUAL

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

SIGNED AT Zhb ON THIS 8<sup>th</sup> DAY OF December 20 11

  
SAMANTHA J PREUSS  
DIRECTOR  
NOBUNTU RECRUITMENT (PTY) LTD

AS WITNESSES:

1. 
2. 

## FORM B

## REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

## [Regulation 4]

## A. Particulars of private body

The Head:

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## B. Particulars of person requesting access to the record

- |     |  |
|-----|--|
| (a) | <i>The particulars of the person who requests access to the record must be recorded below.</i> |
| (b) | <i>Furnish an address and/or fax number in the Republic to which information must be sent.</i> |
| (c) | <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i>    |

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

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Fax number: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person: \_\_\_\_\_

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**C. Particulars of person on whose behalf request is made**

*This section must be completed only if a request for information is made on behalf of another person.*

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

**D. Particulars of record**

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1. Description of record or relevant part of the record: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Reference number, if available: \_\_\_\_\_

3. Any further particulars of record: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. Fees**

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason therefor.*

Reason for exemption from payment of fees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**F. Form of access to record**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: _____	Form in which record is required: _____
_____	_____
_____	_____

Mark the appropriate box with an "X".

**NOTES:**

- (a) *Your indication as to the required form of access depends on the form in which the record is available.*
- (b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*



1. If the record is in written or printed form -			
	copy of record*		inspection of record
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
	view the images		copy of the images* transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound -			
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form -			
	printed copy of record*		printed copy of information derived from the record* copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee is payable.			YES NO

## G. Particulars of right to be exercised or protected

*If the provided space is inadequate please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1. Indicate which right is to be exercised or protected: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_