

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF
ACCESS**

TO INFORMATION ACT, No. 2 of 2000 (“the ACT”)

For

Sinakho Staffshop (Pty) Ltd

Recruitment Company

A. CONTACT DETAILS OF THE COMPANY AND THE INFORMATION OFFICER

Information Officer: D Van Wymeersch

DOL Registration Number: 0860

APSO Membership Number: S001-S

Registered Address: 951 Duncan St, Brooklyn, Pretoria

Postal address: PO Box 11884, Hatfield, 0028

Telephone number: +27 12 460 1271

Facsimile number: +27 12 460 1281

E-mail: dewet@sinakhostaffshop.co.za

Website: www.sinakhostaffshop.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:

D. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

- Registration papers
- Tax Clearance certificate
- BBBEE contribution certificate

E. DESCRIPTION OF RECORDS HELD BY THE COMPANY:

Job specs

CV's

Interview Notes

Contracts

Employee Records

Financial Records

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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.

FORM C

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 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

C. Particulars of person on whose behalf request is made

This section must be completed <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> person.
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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

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

F. Form of access to record

<p>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.</p>
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Disability:	Form in which record is required
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

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)
<p>'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.</p>			<p>YES NO</p>

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:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE