



**ACCESS TO INFORMATION MANUAL
(PRIVATE BODY)**

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT 2 OF 2000**

1. PURPOSE

The purpose of this Manual is to assist persons wishing to access information in terms of the Promotion of Access Information Act (PAIA), promulgated in March 2001 from IntelliStaff(Pty)Ltd.

This manual is not exhaustive nor does it comprehensively deal with every procedure provided for in the Act. Requesters are therefore advised to familiarise themselves with the provisions of the Act.

The manual provides an overview of records held by IntelliStaff(Pty)Ltd and the processes that needs to be adopted to access such records.

2. REQUEST TO ACCESS OF INFORMATION

All requests for access to information (other than information freely available to the public) should be directed to the Management of the Organisation: Office Manager, 087 654 7330 or britt@intellistaff.co.za

3. DEFINITIONS

3.1 Organisation

Intellistaff(Pty)Ltd

3.2 Person

Refers to a natural or juristic person.

3.3 Head

In terms of the Act:

'head' of or in relation to a juristic person means-

- (i) the chief executive officer or equivalent officer of the juristic person or any, person duly authorised by that officer; or
- (ii) the person who is acting as such or any person duly authorised by such acting person.

4. **BACKGROUND**

IntelliStaff(Pty)Ltd is a permanent and temporary services recruitment agency registered as a private entity under South African law.

The core business activities of IntelliStaff(Pty)Ltd are:

- Outsource Labour;
- Temporary Placements;
- Permanent Placements;
- Internships/Learnerships; and
- SHEQ Compliance.

5. **COMPANY CONTACT DETAILS**

Company

IntelliStaff(Pty)Ltd

Physical address

Wild Fig Business Park
Block F,Cranberry Street
Honeydew
2170
Republic of South Africa

Postal address

P.O Box 1011
Pinetown
2123
Republic of South Africa

Telephone Number

+27 87 654 7330

Fax Number

+27(0) 86 569 9395

Email: Britt@Intellistaff.co.za
Website: www.intellistaff.co.za

6. HEAD OF THE COMPANY

Adv.EM Bouwmeester
Chief Executive Officer

Contact Details

T: +27 87 654 7330

F: +27(0) 86 569 9395

DULY AUTHORISED COMPANY REPRESENTATIVE

Ms B Osmond
Office Manager

Contact Details

T: +27 87 654 7330

E: britt@intellistaff.co.za

7. MAINTENANCE OF RECORDS

7.1 Records in terms of Section 51(1) (d))

The company also maintains records in terms of the following legislations
(please note that this is not an exhaustive list):

- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Gas Act 48 of 2001
- Hazardous Substances Act
- Prevention of Corrupt Activities Act
- Protected Disclosures Act
- Consumer Protection Act 68 of 2008
- Copyright Act 61 of 1978
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962

- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

7.2 Maintenance of records in terms of Section 51(1) (e)

The following is a list of operational records maintained by IntelliStaff(Pty)Ltd and is utilised in the day to day running and administration of the company:

- Accounting records
- Information Technology
- Intellectual Property
- Personnel Records
- Sales and Marketing
- Statutory Company records
- Client Databases
- Internal Phone lists
- Policies
- Procedures
- Work Instructions
- Standards
- Directives
- Minutes of Meetings
- Administrative information

8. REQUEST PROCEDURE

A request to access information must be made in writing using the attached Request Form as set out in **Annexure 1** of this manual. The request form must be marked for the attention of the **Head or duly authorised company representative** and may be posted, emailed or faxed to the contact details

noted in Section 5 & 6 above. The requester must indicate which form of access is required, and identify the right that is sought to be exercised or protected, provide an explanation of which the requested record is required for the exercise or protection of that right and proof of the capacity in which the requester is requesting the information.

On receipt of a written request, the Head or duly authorised company representative will, in writing and as soon as it is reasonably practicable but within 30 days of such receipt, notify the requestor of the following information when the request has been granted:

- Of any fees payable, if any (see fee section below);
- The form in which the access will be granted; and
- That the requestor may lodge an application with a court against the access fee or form of access granted.

On receipt of a written request, the Head or duly authorised company representative will, in writing and as soon as it is reasonably practicable but within 30 days of such receipt, notify the requestor of the following information when the request has been denied:

- State adequate reasons for the refusal; and
- State that the requestor may lodge an application with a court against the refusal of the request and the procedure for lodging the application.

9. AVAILABILITY OF THE MANUAL

A person who requires a copy of this manual can access it on IntelliStaff(Pty) Ltd's website www.intellistaff.co.za or alternatively a hard copy may be obtained free of charge at our offices in Honeydew.

Physical Address

Honeydew

Wild Fig Business Park
Block F, Cranberry Street
Honeydew
2170
Republic of South Africa

This manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at any of our offices located at the above mentioned addresses.

Copies of this manual may also be requested from the South African Human Rights Commission at the address indicated below.

The South African Human Rights Commission (PAIA Unit)
Research and Documentation Department
Private Bag 2700
Houghton
2041
Phone: 011 484 8300

10. FEES

A fee will be required by the head (contact person) before further processing of the request in terms of S54 of the Act.

A requester fee of R50 should be paid, this amount will be refunded should the request for access be refused.

A portion of the access fee (not more than one third) may be required before the request is considered.

The head may withhold a record until the requester has paid the applicable fees.

11. DETAILS OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has compiled a guide containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide to this Act may be accessed at the SAHRC website at the address noted below.

The contact details of the Commission are:

The South African Human Rights Commission (PAIA Unit)
Research and Documentation Department
Private Bag 2700
Houghton
2041
Phone: 011 484 8300
Fax: 011 484 0582
Email: PAIA@sahrc.org.za
Website: www.sahrc.org.za



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 Block F, Cranberry Street
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[T: +27 87 654 7330](tel:+27876547330)
[F: +27\(0\) 86 569 9395](tel:+270865699395)

REQUEST TO ACCESS OF INFORMATION FORM: 2013

Personal Information of requestor:

Name	
Surname	
ID Number	
Address	
Contact Number(s)	

Is this request made on the behalf of a third party: **Yes / No**

If Yes:

Capacity you are acting	
Name	

Surname	
ID Number	
Address	
Contact Number(s)	

What record is required?:

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What form of access do you require?:

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Information regarding the right that is to be protected:

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Manner in which you would like to be informed of the decision on the request:

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Requestor's Signature: _____

Date: _____

For official use:

Date Received: _____

Received by whom: _____