

**CAPITAL H STAFFING AND ADVISORY SOLUTIONS (PTY)
LTD**

("the Company")

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT 2 OF 2000 ("PAIA")**

REGISTRATION NUMBER: 2012/017122/07

1. Information required in terms of section 51 (1) (a) of PAIA:

Managing Director: H Immelman

Information Officer: H Immelman

Postal & street addresses:

PO Box 12739, Die Boord, 7613

32 Ryneveld Street, Stellenbosch

Tel no: 021 882 9723

E-Mail address: info@capitalh.co.za

Website: www.azapi.co.za

2. Description of Guide referred to in Section 10: Section 51(1)(b)

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information that may reasonably be required by a person wishing to exercise any right contemplated in PAIA. It is available in all of the official languages.

The Guide is available for inspection, *inter alia*, at the offices of the South African Human

Rights Commission: PAIA Unit at 29 Princess of Wales Terrace, corner York and St. Andrews Street, Parktown and on its website at www.sahrc.org.za.

3. Information required in terms of section 51(1)(c) of PAIA:

Notice in terms of Section 52(2) of PAIA

Section 52 of PAIA states that the head of a private body may, on a voluntary and periodic basis, submit to the Minister of Justice and Constitutional Development, a description of the categories of records that are automatically available without person having to request access in terms of PAIA.

4. Information on records available in terms of other legislation: section 51(1)(d) of

PAIA:

Where applicable to our operations, the Company keeps records in accordance with the following legislation including but not limited to:

- Basic Conditions of Employment Act, No. 75 of 1997
- Broad Based Black Economic Empowerment Act, No.53 of 2003
- Companies Act, No.71 of 2008 (as amended)
- Compensation for Occupational Injuries and Disease Act, No. 130 of 1993
- Competition Act, No. 89 of 1998
- Consumer Protection Act, No.68 of 2008
- Customs and Excise Act, No. 91 of 1964
- Employment Equity Act, No.55 of 1998
- Income Tax Act, No. 58 of 1962
- Labour Relations Act, No. 66 of 1995
- Skills Development Levies Act, No. 97 of 1998
- Skills Development Act, No. 97 of 1998
- South African Revenue Services Act, No.34 of 1997
- Unemployment Contributions Act, No.4 of 2002
- Unemployed Insurance Act, 30 of 1966
- Value Added Tax Act, No.89 of 1991.

5. Information on subjects and categories of records in terms of section 51(1)(e) of

PAIA:

The following are the subjects and categories of records held:

5.1. Web page:

The Company's website is accessible to anyone who has internet access and has the following categories:

- About the Company
- Advice and hints
- Current Issues
- Advertising information
- Promotion of Access to Information Act – Manual and Form C attach

5.2. Other Records:

- **Companies Act:**
 - Documents of Incorporation
 - Constitution of the Company
 - Various registers, minute books and internal resolutions
 - Company documents including the Memorandum of Incorporation, and any amendments thereto.
- **Financial Records:**
 - Accounting records
 - Debtors and creditors information
 - Fixed assets register(s)
 - Inventories
 - Invoices and vouchers

- **Taxation:**
 - VAT Registration certificate
 - Company Tax records
 - STC, PAYE and Capital Gains records

- **Intellectual Property:**
 - Records relating to trademarks, patents, designs, licenses
 - Licensing agreements

- **Insurance:**
 - Records relating to insurance arrangements, policies, and claims

- **Moveable and Immovable Property:**
 - Title deeds, lease agreements, mortgage bonds, liens, notarial bonds, hire purchase agreements and security interests on property

- **Agreements:**
 - Agreements in respect of technical aid, licenses, agents, distributors, suppliers, customers, banking, loans, indemnities and guarantees, acquisitions and disposals of assets and with service providers

- **Human Resources:**
 - Employee Records
 - Conditions of employment
 - Payroll Records
 - Registrations with Department of Labour
 - Arrangements with service providers
 - Dealings with Unions
 - Labour related matters and benefit funds
 - Disciplinary Records
 - Training Records, manuals and reports

- **Operational Records:**
 - Technical, procurement, production and marketing information, quality and product claims
 - Customer related records
 - Management records
 - Data bases, correspondence, policies & procedures
 - Banking records & legal proceedings

- **Computer and Communication Information:**
 - Procurement, maintenance and data communication arrangements

6. Information Request Procedures:

How to request a record from the company in terms of Section 51 (e):-

The requester must complete the Prescribed **Form (Form C)** and submit this together with the request fee to the Company Secretary at the Company's address, fax number or electronic mail address.

It is important to note that an application for access to information can be refused in the event that the application does not comply with the procedural requirements of the Act. In addition, the successful completion and submission of the Prescribed Form (Form C) does not automatically allow the requester access to the requested record.

7. Refusal of Access and Protection of Information:

In terms of chapter 4 of the Act, Grounds for Refusal of Access to Records, there is provision for mandatory protection of the following information, save in the special circumstances provided for in the Act:

- Information for the protection of the privacy of individuals (section 63).
- Information for the protection of commercial information and confidential information of third parties (sections 64 and 65).
- Information for the protection of the safety of individuals and the protection of property section 66).
- Information privileged from production in legal proceedings (section 67).
- Commercial information of the Company (section 68).
- Research information (section 69).

8. Availability of the manual:

The manual is also available for inspection at the offices of the Company free of charge; on the Company's website and copy is also available at the South African Human Rights Commission.

**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

B. ~~Particulars of person requesting to the record~~

(a) 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:

Tel 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 **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.

Description of record or relevant part of the record:

.....
.....
.....
.....

Reference number, if available:.....

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 for exemption.

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
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Mark the appropriate box with an X.
NOTES:

- (a) Compliance with your request in the specified form may depend 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 for 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 a record consists of visual images

(This includes photographs, slides, video recordings, computer-generated images)

View the images Copy of the images Transcription of the images

3. If record consist of recorded words or information which can be reproduced in sound:

Listen to the soundtrack
soundtrack/ Audio cassette
printed document transcription of
Written or

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

If you request a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

Yes No

Postage is payable

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 folio.

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

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.....
.....

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

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.....

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approve/ 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 of.....20

.....

Signature of Requester/ Person on whose behalf
request is made