

**SECTION 51 MANUAL FOR
DIVERSITY RECRUITMENT GROUP CC**



**Prepared in terms of the requirements of the Promotion
of Access to Information Act No 2 of 2000**

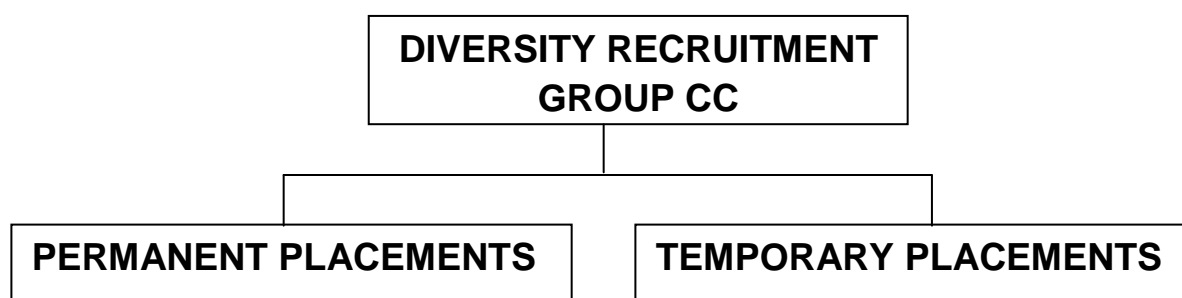
Registration Number; 2006 / 0526236 / 23

Member; J L Pelsler (Managing)

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B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL STRUCTURE OF THE DIVERSITY RECRUITMENT GROUP



Executive Search – Technical

Executive Search – Snr. Management

Generalist Positions

Admin. Clerical & Support Staff

Outsourcing and contract staff

All other temporary staff

Industry Sector Focus

Information Management & Communications; Sales Technical and non technical; Financial & Accounting Management Staff; Admin. Clerical & Support Staff

1. Contact details (Section 51 {1} {a})

Company Name: Diversity Recruitment Group cc

Managing Member: Jan Pelser

Street and Postal Address: 37 Woodley Road

CRESTA 2194

Telephone: +27 11 476 4421

Fax: +27 86 510 7558

Website: www.diversitysa.com

Note: Other information on the company is also available on the company's website (www.diversitysa.com)

2. The section 10 Guide on how to use the Act (Section 51 {1} {B})

The guide will be available from the South African Human Rights Commission by not later than August 2005. Please direct any queries to:

**The South African Human Rights Commission: PAIA Unit
The Research and Documentation Department**

Postal Address: Private Bag 2700
Houghton 2041

Telephone: +27 11 484 8300

Fax: +27 11 484 1360

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. Records available in terms of other legislation (Section 1{1} {d})

- Basic Conditions of Employment Act No 75 Of 1997
- Companies Act No 61 of 1973
- Employment Equity Act No 55 of 1998
- Labour Relations Act No 66 of 1995
- Skills Development Act No 97of 1998
- Skills Development Levies Act No 9 of 1999
- Unemployment Insurance Act No 30 of 1996
- Value Added Tax Act No 89 of 1991
- Income Tax Act No 95 of 1967
- Compensation for Occupational Injuries and Diseases Act, No 130 of 1993
- Consumer Protection Act No 68 of 2008
- Protection of Private Information Act (Still to be promulgated)
- Consumer Credit Bill as Gazetted in August 2004 and when gazette, the National Credit Act, which will replace the Usury Act (1968) and the Exemption Notices and Credit Agreements Act (1980)
- Usury Act (Act 73 of 1968) and any amendments to this act.

4. Access to records held by the Diversity Recruitment Group cc (Section 51 {1} {c} & {e})

i. Automatic Disclosures (section 51 {1} {c})

Information that is freely available;

Website Information – www.diversitysa.com

ii. Records that may be requested (Section 51 {1} {e})

Please note that recording a category or subject matter in this manual does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the act.

FINANCE AND ADMINISTRATION

1. Human Resources

- Policies on staff recruitment and other staff related policies
- Policies on affirmative procurement
- Policies on AIDS and Life Threatening Diseases
- Employment contracts

2. Procurement

- Procurement policies

3. Financial Management

- Judicial duties

4. Company Secretarial

- Company registrations
- Company documentation relating to Member appointments
- Statutory documentation
- Company register

5. Corporate Social Investments

- Details of investments made

6. Corporate Environmental Issues

- Details of environmental management

iii. The request procedures

- A requestor must use the prescribed form to make the request for access to information. The request must be made to the Information Officer. This request must be made to the address, fax number or electronic mail address as per Section 53 {1} {a}
- The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to

inform the requester and state the necessary particulars to be so informed. (Section 53{2} {a} & {b} & {c})

- The requester must identify the right that is sought to be exercised or to be protracted and provide an explanation of why the requested record is required for the exercise or protection of that right. (Section 53 {2} {d})
- If the request is made on behalf of another person, the requester must then submit proof of capacity in which the requester is making the request to the satisfaction of the head of the private body (Section 53 {2} {f})

Fees

A requester who seeks access to a record containing personal information about the requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- 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 (Section 54 {1})
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request. (Section 54 {3} {b})
- After the Information Officer has made a decision on the request, the requester will be notified in the required format.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure (Section 54 {6})

5. Other information as may be prescribed (Section 51 {1} {f})

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual (Section 51 {3})

This manual is available for inspection at the Diversity Recruitment Group cc offices and copies are available on our website.

(www.diversitysa.com) or alternatively copies are available at the SAHRC. In respect of hard copies, any transmission costs / postage will be for the account of the requester.

7. Fees in respect of private bodies

1. The fee for a copy of the manual as contemplated in regulation 9 {2} {c} is R1.10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11{1} are as follows:
 - a) For every photocopy of an A4-size page or part thereof R1.10
 - b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0.75
 - c) For a copy in a computer-readable form on; Compact Disc R7.50 USB Device R70.00
 - d) For a transcription of visual images, for an A4-size page or part thereof R20.00
 - e) For a copy of visual images R60.00
 - f) For a transcript of an audio record, for an A4-size page or part thereof R20.00
 - g) For a copy of an audio record R30.00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11{2} is R50.00
4. The access fees payable by a requester referred to in regulation 11 {3} area as follows:
 - a) For every photocopy of an A4-size page or part thereof

- | | | |
|----|---|--------|
| | | R1.10 |
| b) | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | R0.75 |
| c) | For a copy in a computer-readable form on; | |
| | Stiffy disc | R7.50 |
| | Compact disc | R70.00 |
| d) | For a transcription of visual images, for an A4-size page or part thereof | R40.00 |
| | For a copy of visual images | R60.00 |
| e) | For a transcript of an audio record, for an A4-size page or part thereof | R20.00 |
| | For a copy of an audio record | R30.00 |
| f) | To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation. | |
2. For purposes of Section 54 {2} of the Act, the following applies:
- a) Six hours as the hours to be exceeded before a deposit is payable; and
 - b) One third of the access fee is payable as a deposit by the requester.
3. The actual postage is payable when a copy of a record must be posted to a requester.

8. Prescribed forms

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

Information Officer: Jan Pelser

B. Particulars of person requesting access to the record

- a) *The particulars of the person who requests access to the record must be given below.*
- b) *The address and / or fax number 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:

Full names and surname:

Identity number:

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

D. Particulars of record:

1. **Description of record or relevant part of the record:**

2. **Reference number, if available:**

3. **Any further 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 to this form. **The requester must sign all the additional folios.***

E. Fees:

Reason for exemption from 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.*

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; **Mark the appropriate box with an X.***

Disability	Form in which record is required

NOTES

- a) *Compliance with your request in the specified form may depend on the form in which the record is available. You will be notified of the amount required to be paid as the request fee.*
- b) *Access to 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 the access to 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:			
<input type="checkbox"/> Copy of record*		<input type="checkbox"/> Inspection of Record	
2. If record consists of visual images (This includes photographs, slides, video recordings, computer generated images, sketches etc.)			
<input type="checkbox"/> View the images	<input type="checkbox"/>	<input type="checkbox"/> Copy of the images*	<input type="checkbox"/> Transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/> Listen to the Soundtrack (Audio)	<input type="checkbox"/>	<input type="checkbox"/> Transcription of soundtrack* (Written or printed document)	
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/> Printed copy of record*	<input type="checkbox"/>	<input type="checkbox"/> Printed copy of information	<input type="checkbox"/> Copy in computer readable form *
* 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.			<input type="checkbox"/> Yes <input type="checkbox"/> No

G. Particulars of right to be exercised or protected:

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:

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

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 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 of201.....

Signature of requester / person on whose behalf request is made