

# **PAIA MANUAL**

**SciStaff CC**

**Registration Number:** 2007/217821/23

Prepared in terms of the requirements of Section 51 of

Promotion of Access to Information

Act No 2 of 2000

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## **1. Introduction, Name of Company and Type of Business**

Scistaff CC is a specialist science recruitment agency, for people in science-based industries with a scientific background and provides:

- Permanent Placements
- Head Hunting and Search
- Recruitment Process Outsourcing

## **2. Company Contact Details**

### **Directors:**

MA Stander

D van der Merwe

### **Information officer:**

D van der Merwe

Street Address: Unit 130, Block C Bosmans Crossing

Distillery Road

Stellenbosch

7600

Postal address: P O Box 3231

Matieland

7602

Telephone: +27 21 88 77 433

Fax: +27 86 509 6663

E-mail: [thea@scistaff.co.za](mailto:thea@scistaff.co.za)

### **3. The Act**

3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

### **4. Availability of Records in terms of Other Legislation**

A requester is not obliged to request access to information held by the company in terms of the Act, should there be other legislation that provides a requester with access to such a record. Such other legislation may include but is not limited to:

1. Companies Act No. 71 Of 2008
2. Close Corporations Act No. 25 of 2002
3. Basic Conditions of Employment Act No.75 of 1997
4. Compensation for Occupational Diseases Act No. 130 of 1993
5. Electronic Communications and Transactions Act No.2 of 2000
6. Employment Equity Act of 1998, as amended
7. Income Tax Act No. 58 of 1962
8. Occupational Health and Safety Act No. 85 of 1993
9. Promotion of Access to Information Act No. 02 of 2000
10. Skills Development Act No.97 of 1998
11. Skills Development Levies Act No. 9 of 1999

12. Unemployment Insurance Act No. 63 of 2001
13. Value Added Tax Act No 89 of 1991
14. Labour Relations Act of 1995 as amended
15. Employment Services Act No. 4 of 2014
16. Unemployment Insurance Contributions Act 4 of 2002
17. Employment Tax Incentive Act 26 of 2013
18. Broad-Based Black Economic Empowerment Act 53 of 2003

## **5. Schedule of Records**

### 1. Companies Act Records

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Records relating to appointment of Directors/Auditor/Secretary/Public and other officers

### 2. Financial Records

- Annual Financial Statements
- Accounting Records
- Banking and Electronic Banking
- Asset Register
- Invoices

### 3. Administrative Records

- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances: - VAT, Regional Service Levies, Skills Development Levies, UIF, Workmen's Compensation
- Personnel Documents and Records: - 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, Training manuals.

### 4. Sales, Marketing and Business Operations

- Client Records
- Candidate Records.

NOTE: Access to Client and Candidate records requires the prior written consent of the Data Subject, as per the Protection of Personal Information Act No. 4 of 2013

## **6. Form of Request to Access Information**

To facilitate the processing of your request for information, kindly:

6.1 Use the prescribed Form C which is attached hereto and is also available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).

6.2 Address your request to the Head of the Company/Information Officer.

6.3 Provide sufficient details to enable the Company or Entity to identify:

(a) The record(s) requested;

(b) The requester (and if an agent is lodging the request, proof of capacity);

(c) The form of access required;

(d) (i) The postal address or fax number of the requester in the Republic;

(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;

(e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

## **6. Fees Payable**

The fees for reproduction of a record as referred to in section 52(3) are as follows -

7.1 for every photocopy of an A4 size page or part thereof R1,10

7.2 for every printed copy of an A4-size page or part thereof R0,75

7.3 for a copy of a compact disc R70,00

7.4 for a transcript of visual images for an A4 size page or R40,00

7.5 for a copy of visual images R60,00

7.6 for a transcript of an audio record, for an A4-size page or R20,00

7.7 for a copy of an audio record R30,00

7.8 The request fee payable by a requester, other than a personal requester is R50, 00.

7.9 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted)

7.10 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed and records may be withheld until the fee has been paid.

# 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 public body

The Head:

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### 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 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: \_\_\_\_\_

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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:

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2 Reference number, if available:

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3 Any further particulars of record:

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## E. Fees

- |  |
|--|
| <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:

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## 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

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.

<b>1. If the record is in written or printed form:</b>			
	copy of record*		inspection of record
<b>2. If record consists of visual images</b>			
this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
	view the images		copy of the images" transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
	listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
	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?  Postage 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:

\_\_\_\_\_

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 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?

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Signed at..... This..... day of .....20

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SIGNATURE OF REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS MADE