

## Introduction

Section 32(1) (a) of the Constitution of the Republic of South Africa Act, No. 108 of 1996 ("The Constitution") states that everyone has a right of access to any information held by the state and any information held by another person that is required for the exercise or protection of any rights.

This manual is to assist in the execution of the right of access to information as set out in The Constitution. Aforementioned private body is obliged to divulge information to facilitate the execution of said right except where the Promotion of Access to Information Act expressly provides that required information must or may not be divulged.

There are however some limitations:

- The protection of sensible privacy
- Protection of trade secrets
- Business confidentiality

## PART 1

### Contact detail

Information officer:	Stefan Botha
Postal Address:	9 Seventh Avenue Edenvale 1609
Registered Address:	9 Seventh Avenue Edenvale 1609
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Telephone:	+27 (0) 11 453 4320
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## General Information

Name of private body: Staffataclick (Pty) Ltd  
Head of private body: Stefan Botha  
Registration number: 2005/039997/07  
Vat Registration: 486 025 1778  
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Email Address: stefan@staffataclick.co.za  
Website: www.staffataclick.com

## Part 2

### Guide of the South African Human Rights Commission

The guide on using the Promotion of Access to Information Act can be found on the website of the South African Human Rights Commission – [www.sahrc.org.za](http://www.sahrc.org.za), as well as State and Public Libraries.

Contact detail:

The South African Human Rights Commission  
Postal address: Private Bag 2700  
Houghton  
2041  
Telephone: +27 (0) 11 484 8300  
Fax: +27 (0) 11 484 1360  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

## Part 3

### Information kept according to other legislation

- The Companies Act, Act 61 of 1973
- Income Tax Act, Act 58 of 1962
- Value-Added Tax Act, Act 89 of 1991
- Labour Relations Act, Act 66 of 1995
- Basic Conditions of Employment Act, Act 75 of 1997
- Employment Equity Act, Act 55 of 1998
- Compensation for Occupational Injuries and Disease Act, Act 130 of 1993

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- Deeds Registries Act, Act 47 of 1937
- Constitution of SA, Act 108 of 1996
- Competition Act, Act 89 of 1998
- Unemployment Insurance Act, Act 63 of 2001
- Inspection of Financial Institutions Act, Act 18 of 1998
- Insider Trading Act, Act 135 of 1998
- Skills Development Act, Act 9 of 1999
- Insolvency Act, Act 24 of 1936

Reference to aforementioned legislation also refers to subsequent amendments.  
The accessibility of the documents mentioned hereafter is subject to grounds for refusal as set out.

### **Information held in terms of the Promotion of Access to Information Act**

Regardless of the disclosure status of each item in the following list the items are severally subject to the provisions of disclosure mentioned elsewhere in this document and to the provisions mentioned in the Promotion of Access to Information Act, Act 2 of 2000.

<b>Classification</b>	<b>Description of document/Information</b>	<b>Disclosure</b>
1	Copies of documents of incorporation	May be disclosed
2	Copies of Members Association Agreements	May be disclosed
3	Copies of Memoranda and Articles of Association	May be disclosed
4	Minutes of staff meetings	Limited disclosure
5	Minutes of management meetings	Limited disclosure
6	Minutes of board of directors meetings	Limited disclosure
7	Copies of shareholders' agreements	Limited disclosure
8	Copies of the constitution of the business	May be disclosed
9	Internal telephone directory	May be disclosed
10	Regional Services Council records	Limited disclosure
11	Asset Register	Limited disclosure
12	Invoices, Statements, Debit Notes, Credit Notes	Limited disclosure
13	Documents subject to copyright	Limited disclosure
14	Contract conditions and rules	Limited disclosure
15	Accounts and employee information	Limited disclosure
16	Documents not to be disclosed due to legal provisions	May not be disclosed
17	Unreasonable disclosure of personal information such as but not limited to salary information	May not be disclosed
18	Any documents that pose a threat of economic harm to the private body concerned here or any liaised third party	May not be disclosed

19	Documents containing information that would result in a breach of confidence with a third person	May not be disclosed
20	Information that would harm the safety of individuals or property	May not be disclosed
21	Legally privilege documents	May not be disclosed
22	List of customers	May not be disclosed
23	Client account information	Limited disclosure
24	Internal policies and procedures	Limited disclosure
25	Promotional material	May be disclosed
26	Employment Contracts	Limited disclosure
27	Disciplinary hearing records	Limited disclosure
28	Performance management records	Limited disclosure

### Procedure to access information

Any person requiring information should:

- Submit the prescribed form to the Chief Information Officer mentioned in this document.
- Submit information in order for the Company concerned here to identify the record/data requested, the name of the person requesting the information and the medium in which the required information should be made available.
- Pay the prescribed fee.

The prescribed fees and request forms can be obtained from the South African Human Rights Commission.

31 December 2005