

Registration Number of Company: 2019 / 351050 / 07

NAME OF COMPANY: CONCILIUM BUSINESS SUPPORT (PTY) LTD

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

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1. INTRODUCTION

Concilium Business Support (Pty) Ltd is a labour consultancy, which provide a wide range of support in the form of general human resources, labour relations, payroll administration, employment equity compliance, etc. Concilium Business Support (Pty) Ltd is also a qualified member of the AHI Employer's Organisation, as assist their members at the CCMA and other relevant bargaining councils.

2. COMPANY CONTACT DETAILS (Section 51 (1) (a))

Directors: Mr. Francois Christian de Neijs

Office Manager/CEO: Mr. Francois Christian de Neijs

Postal Address: 32 Van Waveren Street, Bendor, Polokwane, 0699

Street Address: 32 Van Waveren Street, Bendor, Polokwane, 0699

Telephone Number: (015) 880 1369 or 082 838 6071

Email: francois@consupport.co.za

3. THE ACT (Section 51(1) (b))

- 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



4. APPLICABLE LEGISLATION (Section 51 (1) (c)).

No	Ref	Act
1	No 71 of 2008	Companies Act
2	No 130 of 1993	Compensation for Occupational Injuries and Disease Act
3	No 55 of 1998	Employment Equity Act
4	No 58 of 1962	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
8	No 75 of 1997	Basic Conditions of Employment Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act

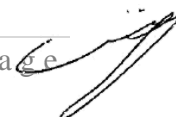
5. SCHEDULE OF RECORDS (Section 51 (1) (d))

- 5.1. Company Registration documents
- 5.2. Records of payments made to SARS on behalf of employees (PAYE, UIF)
- 5.3. Letter of Good Standing with COIDA
- 5.4. Information and services available to the general public on our web site.
- 5.5. Employment Equity Plan (if applicable)
- 5.6. Disciplinary records
- 5.7. Policies and Procedures
- 5.8. Record of employees employed

6. FORM OF REQUEST (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2 Address your request to the Head of the Company (CEO).
- 6.3 Provide sufficient details to enable the COMPANY 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.



7. PRESCRIBED FEES (Section 51 (1) (f))

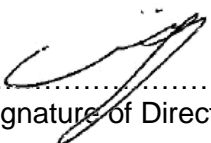
The following applies to requests (other than personal requests):

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** 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);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

7.6 FEES IN RESPECT OF PRIVATE BODIES

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.

- 7.6.1 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 –
 - i. USB device: R120,00
 - d. For a transcription of visual images:
 - i. for an A4-size page or part thereof R40,00
 - ii. For a copy of visual images R60,00
 - e. For a transcription
 - i. of an audio record, for an A4-size page or part thereof R20,00
 - ii. For a copy of an audio record on CD R30,00
 - iii. For a copy of an audio record on USB R120,00
- 7.6.2 The actual postage is payable when a copy of a record must be posted to a requester.


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Signature of Director

17/11/2020
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Date signed