

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT, No. 2 of 2000 (“the ACT”)**

For

SMITH GARB & ASSOCIATES

Reg No: CK 1999/014946/23

Smith Garb & Associates

Professional Specialist Accounting and Financial Recruitment Company.

A. CONTACT DETAILS OF THE COMPANY AND THE INFORMATION OFFICER

Information Officer: Thabang Molebatsi (thabang@smithgarb.co.za)

DOL Registration Number: 8050

APSO Membership Number: S044-S

Registered Address: Thornhill Office Park, Bekker Street, Building 27, Midrand, 1685

Postal address: P O Box 4525; Halfway House; Midrand; 1685

Telephone number: + 27 11 315 9900

Facsimile number: + 27 11 315 9966

E-mail: associates@smithgarb.co.za

Website: www.smithgarb.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC)

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. The Human Rights Commission may be contacted at:

Postal Address: Private Bag 2700 Houghton 2041,

Telephone number: + 27 11 877 3600

Facsimile number: + 27 11 877 3750

Website: <http://www.sahrc.org.za>

C. RECORDS AVAILABLE IN TERMS OF APPLICABLE LEGISLATION:

Basic Conditions of Employment Act, No 75 of 1997

Compensation for Occupational Injuries and Diseases Act, No 130 of 1993

Companies Act 71 of 2008

Consumer Protection Act 68 of 2009

Employment Equity Act, No 55 of 1998

Income Tax Act, No 58 of 1962

Insurance Act, No 27 of 1943

Labour Relations Act, No 66 of 1995

Occupational Health and Safety Act, No 85 of 1993

Promotion of Access to Information Act 2 of 2000

Skills Development Act, No 97 of 1998

Unemployment Insurance Act, No 63 of 2001

Value Added Tax Act, No 89 of 1991

The following records of the COMPANY are available on demand:

D. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

N/A

E. DESCRIPTION OF RECORDS HELD BY THE COMPANY:

1. **General Administration and Documentation:**
 - Registration documents and Records
 - Agreements and Contracts
 - Correspondence

2. **Staff Documentation:**
 - Staff details, ID Numbers, Tax Numbers, Next of Kin details
 - Salary records
 - Leave records
 - Disciplinary records
 - Safety records
 - Staff Medical certificates

3. **Sales and Marketing Material**
Company Profiles and brochures
Sales records
Service Level Agreements
Letters of Engagement
Price lists and Guarantees
CV's
Job Specs
Interview Notes

4. **Financial Records:**
Annual financial statements
Bank and investment account details
Tax records
VAT records

5. **Other:**
Software programs, licences and applications

F. REQUEST PROCEDURE

- The request must be made to the person specified in A above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form (Form C) in terms of the Act and the Regulations thereto.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.
- 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.

- The Information Officer will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

G. AVAILABILITY OF THE MANUAL

The COMPANY'S manual is available for inspection free of charge at the registered address of the COMPANY (see A above). In addition, a copy is available from the SAHRC (see contact details in B above) and on the COMPANY'S website.