

PAIA Section 51 Manual

NAME OF COMPANY: Specialist Personnel Consultancies (Pty) Ltd

TRADING AS: Lee Botti & Associates (Pty) Ltd

Registration Number: 1967/006305/07

MANUAL

in terms of

Section 51 of The Promotion of Access to Information Act 2/2000

(the "ACT")

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1. Introduction, Name of Company and Type of Business

Lee Botti & Associates (Pty) Ltd operates in the Staffing Industry and provides:

- Permanent Placements
- Temporary Employment Services
- Contract Placements

2. Company Contact Details

Information Officer: Mrs Jill Morris

CK Registration Number: 1967/006305/07

Registered Address: Building 1, Unit F2, Greenstone Hill Office Park, 24 Emerald Boulevard, Greenstone Hill Ext 22, 1609

Physical Address: Building 1, Unit F2, Greenstone Hill Office Park, 24 Emerald Boulevard, Greenstone Hill Ext 22, 1609

Postal Address: Building 1, Unit F2, Greenstone Hill Office Park, 24 Emerald Boulevard, Greenstone Hill Ext 22, 1609

Telephone Number: (011) 452 0204

Facsimile Number: (011) 452 2213

Email: jillm@leebotti.co.za

Website: www.leebotti.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

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. Employment Equity Act of 1998, as amended
6. Income Tax Act No. 58 of 1962
7. Occupational Health and Safety Act No. 85 of 1993

8. Promotion of Access to Information Act No. 02 of 2000
9. Skills Development Act No.97 of 1998
10. Skills Development Levies Act No. 9 of 1999
11. Unemployment Insurance Act No. 63 of 2001
12. Labour Relations Act of 1995 as amended
13. Employment Services Act No. 4 of 2014
14. Unemployment Insurance Contributions Act 4 of 2002
15. Employment Tax Incentive Act 26 of 2013

5. Schedule of Records

1. Companies Act Records
2. Financial Records
3. Administrative Records
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 consult the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

7. Fees Payable

The fees for reproduction of a record as referred to in section 52(3) are payable by the requester.

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