

# **PAIA Manual**

**STAFF UNLIMITED RECRUITMENT PTY LTD**

2015/404535/07

**MANUAL**

**in terms of**

**Section 51 of**

**The Promotion of Access to Information Act**

**2/2000**

**(the "ACT")**

**Compiled 25<sup>th</sup> June 2021**

**Last updated: 18<sup>th</sup> June 2026**



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A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

## 1. Name of Company and Type of Business

Staff Unlimited Recruitment Pty Ltd operates in the Staffing Industry and provides:

- Permanent Placements
- Head Hunting and Search
- Talent Mapping
- Background Verification

## 2. Company Contact Details

Directors: Nicola Ann Ghislaine Hynch

Information Officer: Nicola Ann Ghislaine Hynch

Postal Address: 186 Main Road, Walmer, Port Elizabeth, 6070

Street Address: 186 Main Road, Walmer, Port Elizabeth, 6070

Telephone Number: +27 41 367 4666

Email: nikki@staffunlimited.co.za

### 1. The ACT

- 1.1** 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.
- 1.2** 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.
- 1.3** 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)



## **2. 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. Basic Conditions of Employment Act No.75 of 1997
3. Compensation for Occupational Diseases Act No. 130 of 1993
4. Electronic Communications and Transactions Act No.2 of 2000
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. Value Added Tax Act No 89 of 1991
13. Labour Relations Act of 1995 as amended
14. Employment Services Act No. 4 of 2014
15. Unemployment Insurance Contributions Act 4 of 2002
16. Employment Tax Incentive Act 26 of 2013
17. Broad-Based Black Economic Empowerment Act 53 of 2003

## **5. Schedule of Records**

1. Companies Act Records
  - Documents of incorporation
  - Records relating to appointment of Directors/Auditor/Secretary/Public and other officers.
  - Share Register and other statutory registers
2. Financial Records
  - Annual Financial Statements
  - Management Accounts
  - Accounting Records (GL and Ledgers, Trial Balance)
  - Banking and Electronic Banking
  - Banking records and bank statements
  - Asset Register
  - Rental Agreements
  - Customer Invoices and Statements
  - Supplier Invoices and Statements
3. Administrative Records
  - Documents issued to employees for income tax purposes (Payslips, IRP5 & IT3)
  - Records of payments made to SARS on behalf of employees
  - All other statutory compliances: - VAT, Skills Development Levies, UIF, PAYE records and Workmen's Compensation



- Tender submissions
- Background Verification consent forms and results.
- Candidate consent forms to share data with clients.
- Personnel Documents and Records: - Employment contracts, Employment Equity Plan (if applicable), Disciplinary records, Salary records, Skills Development Records, Disciplinary code, Leave records, Training records, Training manuals.

#### 4. Sales, Marketing and Business Operations

- Client Records (Terms of business & Co Information forms)
- Candidate Records (CV's, supporting documents)

**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.

## 7. 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 on a USB flash drive                             | R300,00 |
| 7.4 | for a transcript of visual images for an A4 size page or    | R60,00  |
| 7.5 | for a copy of visual images                                 | R80,00  |
| 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 R500, 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 (R500.00) before a request will be processed and records may be withheld until the fee has been paid.

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## 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

- |                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(a) <i>The particulars of the person who requests access to the record must be recorded below.</i></p> <p>(b) <i>The address and/or fax number in the Republic to which information must be sent.</i></p> <p>(c) <i>Proof of the capacity in which the request has been made, if applicable, must be attached.</i></p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Full names and surname: 

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Identity number: 

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Postal address: 

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\_\_\_\_\_  
\_\_\_\_\_  
Fax number: \_\_\_\_\_  
Telephone number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Capacity in which request is made, when made on behalf of another person:  
\_\_\_\_\_

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 the record or relevant part of the record:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





2 Reference number, if available:

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3 Any further particulars of the record:

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E. Fees

- (a) A request for access to a record other than a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for the access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for the exemption of the payment of any fee, please state the reason for exemption.

Reason for the exemption from payment of fees:

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F. Form of access to record

*If you are prevented by disability to read, view of 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.*

| Disability: | Form in which record is required: |
|-------------|-----------------------------------|
|             |                                   |
|             |                                   |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for the access to the record, if any, will be determined partly by the form in which access is requested.</p> |  |

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

|                                                                                                                                                             |     |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <p>*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?</p> <p>Postage is payable.</p> | 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:

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- 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\_\_.

\_\_\_\_\_  
SIGNATURE OF REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS MADE

