

## SECTION 51 MANUAL FOR ACUITY CONSULTANTS PTY LTD

### CONTENTS:

1. Introduction to Acuity Consultants PTY Ltd
2. Contact Details
3. The Section 10 Guide and How to use the Act
4. Records Held by Acuity Consultants
5. Subjects and Categories of Records Held by Acuity Consultants
6. The Request Procedure
7. Availability of the Manual

# Acuity Consultants

---

## 1. INTRODUCTION TO ACUITY CONSULTANTS PTY LTD:

Acuity Consultants is a fast growing financial and IT recruitment agency with our office in Cape Town. We specialise in the recruitment of high calibre candidates for firms in the technology and financial services sectors throughout South Africa. Our focus areas are IT Recruitment, SAP Recruitment and Financial Recruitment.

We also place professionals with strong quantitative and analytical skills into a variety of sectors. We provide recruitment services to firms across South Africa. We assist candidates that are based locally and internationally to find IT jobs and finance jobs in South Africa.

Registration Number: 2009/006204/07

Director: Mr Alex Gasson

## 2. CONTACT DETAILS :

**Name of Business:** Acuity Consultants PTY Ltd

**Contact Person:** Mr Alex Gasson

**Postal Address:** Postnet Suite #123,  
Private Bag X1005,  
Claremont,  
7735

**Physical Address:** 46 Main Road,  
Claremont,  
7700,  
Cape Town

**Telephone:** +27 (0)21 801 5001

**Fax:** +27 (0)86 215 3521

**Website:** <http://www.acuityconsultants.co.za>

**Email:** [info@acuityconsultants.co.za](mailto:info@acuityconsultants.co.za)

### 3. THE SECTION 10 GUIDE AND HOW TO USE THE ACT:

The Guide is available from the South African Human Rights Commission.

Please direct queries to:

**Postal Address:** The South African Human Rights Commission: PAIA Unit,  
The Research and Documentation Department,  
Private Bag 2700,  
Houghton,  
2041

**Telephone:** + 27 (0)11 484 8300

**Fax:** + 27 (0)11 484 0582

**Website:** [www.sahrc.org.za](http://www.sahrc.org.za)

**Email:** [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### 4. RECORDS HELD BY ACUTY CONSULTANTS PTY LTD – SECTION 51(1)(d):

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation of Occupational Injuries and Diseases Act No 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

### 5. SUBJECTS AND CATEGORIES OF RECORDS HELD BY ACUTY CONSULTANTS PTY LTD:

**Companies Act Records:**

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings

# Acuity Consultants

---

- Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers
- Share Register and other statutory registers

## **Financial Records:**

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records:
  - Bank Statements
  - Paid Cheques
  - Electronic Banking Records
- Rental Agreements
- Invoices
- Petty Cash Records

## **Income Tax Records:**

- PAYE records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
  - VAT
  - Regional Services Levies
  - Skills Development Levies
  - UIF
  - Workmen's Compensation

## **Personal Documents and Records:**

- Personnel files (including employment contracts and job descriptions)
- Payroll records
- Medical Aid records
- Pension Fund records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals
- General correspondence

## 6. PROCEDURE TO FOLLOW WHEN SUBMITTING A FORMAL REQUEST OF ACCESS TO A RECORD:

Records which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]

This information can be defined as operational information needed in the day to day running of the company and is generally of little to no use to persons outside the company.

(Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

### The Request Procedure:

- The requester must complete Form C and submit this form together with a request fee, to the head of the private body.
- The form must be submitted to the head of the private body at his/ her address, fax number, or electronic mail address
- The form must:
  - Provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester.
  - Indicate which form of access is required.
  - Specify a postal address or fax number of the requester.
  - Identify the right that the requester 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 in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and necessary particulars to be informed in the other manner.
  - If the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

## 7. AVAILABILITY OF THE MANUAL:

The manual is available at our offices; copies are available with the SAHRC and on our website as listed above.