



PE Corporate Services

SECTION 51 MANUAL FOR
P-E CORPORATE SERVICES S A (PTY) LTD
REGISTRATION NO : 2005/036966/07

INTRODUCTION TO P-E CORPORATE SERVICES S A (PTY) LTD (PECS)

PECS is in the business of management Consulting and Training.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact Details (Section 51 (1) (a))

- ⇒ Postal Address: P O Box 8550
Johannesburg 2000
- ⇒ Street Address : 77 Bristol Road
Parkwood 2193
- ⇒ Telephone Number: (011) 442 4334
- ⇒ Facsimile: (011) 442 4758
- ⇒ EW-mail address info@pecs.co.za
- ⇒ E-mail address of CEO: martinw@pecs.co.za

2. The Section 10 Guide on how to use the Act (Section 51 (1) (b))

The Guide will be available from the South African Human rights Commission by no later than December 2011. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal Address: Private Bag 2700
Houghton
2041

Telephone: +27 11 877 3600

Facsimile: +27 11 403 0625

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za
dmalesa@sahrc.org.za

3. Records available in Terms of Other Legislation (Section 51 (1) (d))

- ⇒ Basic Conditions of Employment No 75 of 1997
- ⇒ Companies Act No 61 of 1973
- ⇒ Compensation for Occupational Injuries and Health Disease Act No 130 of 1993.
- ⇒ Employment Equity Act No 55 of 1998
- ⇒ Income Tax Act No. 95 of 1967
- ⇒ Labour Relations Act No. 66 of 1995
- ⇒ Regional Services Councils Act No. 109 of 1985
- ⇒ Skills Development Levies Act No. 97 of 1998
- ⇒ Skills Development Act No. 97 of 1999
- ⇒ Unemployment Contributions Act No. 4 of 2002
- ⇒ Unemployment Insurance Act No. 63 of 2001
- ⇒ Value Added Tax Act No. 89 of 1991

4. Access to the records held by P E Corporate Services {Section 51(1)(c) and 51(1)(e)}

- 4.i The latest notice regarding the categories of records of the body, 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)}
Training brochures and other promotional literature.
- 4.ii Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classified. {Section 51(1)(e)}
 - a. Administration**
 - ⇒ Licence Agreements with other Consultancies
 - ⇒ Minutes of Management Meetings and Directors Resolutions
 - ⇒ Minutes of Staff Meetings
 - ⇒ Correspondence
 - ⇒ Shareholders Correspondence
 - ⇒ Registration Certificates
 - b. Human Resources**
 - ⇒ Staff recruitment policies
 - ⇒ Employment contracts
 - ⇒ Remuneration records and policies
 - ⇒ Personnel administration records
 - ⇒ Contracts between Company and its Benefit Providers
 - ⇒ Job descriptions

c. Assignments

- ⇒ Sales records
- ⇒ Specific types of work done by PECS and services related to it
 - Consulting
 - Proposals
 - Client Reports
 - Training
 - Proposals
 - Client Reports
 - Customised Training Materials
 - Surveys
 - Proposals
 - Survey Reports
- ⇒ Client's registry
- ⇒ Client Files
- ⇒ Client Billings

d. Finance

- ⇒ Annual Financial Statements
 - Annual Financial Statements
 - Private Ledger
 - Fixed Asset register
 - Cash Books, Journals, Debtors and Creditors Ledgers
 - Other Minor Books
 - Stock Sheets
 - Tax Assessments and Returns
 - Invoices, Bank Statements, Vouchers, Correspondence
 - Salary and Wage Records

e. Other

- ⇒ Intellectual Property
 - Training Course and Tutor Manuals
 - Consulting Technique and Methodology Manuals
 - Quality Control Systems and Procedures
- ⇒ Agent / Royalty Agreements
- ⇒ Student Sponsorship Programme

4.iii The Request Procedures

Form of request :

- ⇒ The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, facsimile number or electronic mail address of the body concerned {section 53(1)}
- ⇒ The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the request. The requester should also indicate which form of access is required. The requester should also indicate is any other manner is to be used to inform the requester and state the necessary particulars to be so informed {Section 53(2)(a) and (b) and (c)}
- ⇒ The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right {(Section 53(2)(d)}
- ⇒ If a request is made on behalf on another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. {Section 53 (2)(f)}

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.

- ⇒ The head of the private body must notify the requester (other that a personal requester) by notice requiring the requester to pay the prescribed fee (if any) before processing the request {Section 54(1)}
- ⇒ The fee that the requester must pay to a private body is R50.00. The requester may lodge an application to the court against the tender or payment of the request fee. {Section 54(3)(b)}
- ⇒ After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- ⇒ If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure {Section 54(6)}

5. Other information as may be prescribed {Section 51(1)(f)}

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of Manual {Section 51(3)}

The manual is available for inspection at the offices of P E Corporate Services, 77 Bristol Road, Parkwood, 2193; free of charge. Copies are also available with the SAHRC, in the Government Gazette and on our website. (Address : www.pecs.co.za)