



PE Corporate Services

P-E CORPORATE SERVICES SA (PTY) LIMITED

Registration Number: 2005/036966/07

Trading as

P E CORPORATE SERVICES

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

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1. INTRODUCTION

One of South Africa's most respected management consultancies, P E Corporate Services, (PECS) enjoys a reputation based on a 67 year track record of assisting clients across all sectors of the economy in South Africa, throughout Sub-Saharan Africa and internationally.

PECS provides clients with a portfolio of human resource solutions in areas in which the company enjoys world class expertise

PECS has, for many years, been acknowledged as a thought leader and contributor in the HR field. This has been recognised by various awards (including an award as the top rated HR consultancy in South Africa) and through contributions by PECS' consultants to professional forums and interest groups, and the media.

2. CONTACT DETAILS – (Section 51 (1) (a))

Directors:

Martin John Robert Westcott : Executive Chairman

Melanie Trollip : Chief Executive Officer / Managing Director

Gustav Pansegrouw : Director Organisational Development

Jennifer Anne Yarham : Financial Director

Phillip Johan Havenga : Director : Organisational Design

Kenneth Hallett Setzin : Director : Non-Executive

Olof Tobias van Schalkwijk : Director : Alternate : Non-Executive

Mrs Melanie Trollip the CEO is the Head of PECS and therefore in terms of PAIA is the Information Officer of the entity. Her contact details are listed below.

Postal Address: P O Box 8550, Johannesburg, 2000

Street Address : 77 Bristol Road, Parkwood 2193

Telephone Number: (011) 442 4334

Facsimile: (011) 442 4758 / 086 519 8927

Email address melaniet@pecs.co.za

Alternate Email address info@pecs.co.za

3. THE ACT (Section 51 (1) (b))

- 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 Requests 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 are:

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

4. 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
- 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

5. ACCESS TO RECORDS HELD BY P E CORPORATE SERVICES {Section 51 (1) (c) and 51 (1) (e)}

5.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 also available on PECS website : www.pecs.co.za.

5.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

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- 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

6. DETAILS ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51 €

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)}

7. PRESCRIBED FEES {Section 51 (1) (f)}

The following applies to requests (other than personal requests).

- A requester is required to pay the prescribed fees (R50.00) before a request will be processed;
- 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);
- A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid;
- The fee structure is available in the website of the South African Human Rights Commission – www.sahrc.org.za

8. 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.

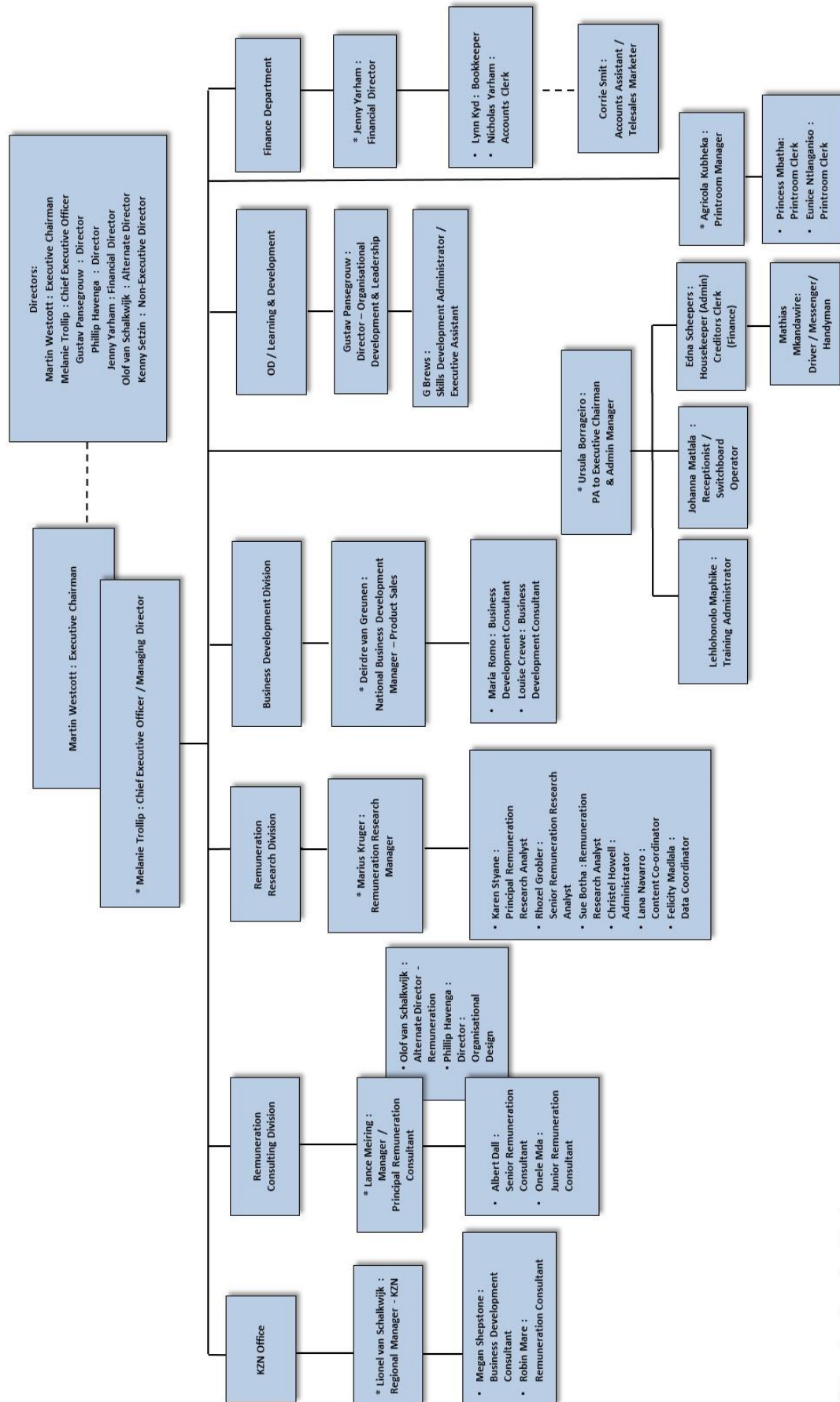
9. Availability of Manual {Section 51(3)}

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 (www.pecs.co.za).

The document is signed-off by the Chief Executive Officer:

Melanie Trollip (MRS)

10. ORGANOGRAM



* Operations Committee Members