

SECTION 51 MANUAL FOR YAZOO RECRUITMENT CC

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 / 2000

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INTRODUCTION TO Yazoo Recruitment CC

Yazoo Recruitment CC is a closed corporation functioning in the Recruiting-sector.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details [Section 51(1)(a)]

Information Officer: Stephanie Paul

Postal address of Yazoo Recruitment: 407 Umhlanga Arch, 1 Ncondo Place, Umhlanga, 4319

Street address of Yazoo Recruitment: 407 Umhlanga Arch, 1 Ncondo Place, Umhlanga, 4319

Telephone number of Yazoo Recruitment: 031 101 3274 or 021 418 1113

E-mail address of Yazoo Recruitment: lourie@yazoo.co.za

Website address of Yazoo Recruitment: www.yazoo.co.za

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

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at www.sahrc.org.za.

3. The Latest Notice in Terms of Section 52(2) (If Any):

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

4. Records available in terms of any other legislation [Section 51(1) (d)]

Records in terms of other legislation are as follows:

- Closed Corporations Act No. 69 of 1984
- Copyright Act No. 98 of 1978
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962

- Labour Relations Act No. 66 of 1995
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 63 of 2001
- Value – Added Tax Act No. 89 of 1991

5. Subjects and Categories of Records held by Yazoo CC: Section 51(1) (e)

Closed Corporation Records

- Registration of closed corporation
- Minutes of member meetings

Financial Records

- Annual financial statements
- Invoices
- Bank records

Income Tax Records

- CC Tax records
- Other statutory compliances
 - Regional Services levies
 - Skill development levies
 - UIF
 - Paye

Recruitment/Personnel Documents and Records

- Salary records
- Authorisation for Verification Checks
- Job Specs
- CV's
- Interview Notes
- Contracts
- Employee Records

6. Detail on How to Make a Request for Access - Section 51(e)

The requester must complete the prescribed form and submit this form together with a request fee, to the head of Yazoo Recruitment. The form must be submitted to the head of Yazoo Recruitment at his address or e-mail address. The form must:

- provide sufficient particulars to enable the head of Yazoo Recruitment to identify the record/s requested and to identify the requester,
- specify a postal address or fax number of the requester in the Republic of South Africa,
- 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 the necessary particulars to be informed in 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.

If a request is granted, fees for search, reproduction, preparation and time (to search and prepare the record for disclosure) could also be payable by the requester (Section 54(6)).

7. 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.

8. Availability of the Manual [Section 51(3)]

Yazoo's Recruitment manual will be available with the SAHRC and on Yazoo's Recruitment website (<http://www.yazoo.co.za>).

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