

Business Information Manual

Section 51 Manual for Private Bodies

Northern Personnel & Labour Brokers



*This Manual has been prepared
in terms of Section 51
of the*

Promotion of Access to Information Act 2 / 2000

Section 51 (1)(a)

1) Name of Business	Northern Personnel & Labour Brokers
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The Compliance Officer	Mornè Lindeque
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Website	www.northernpersonnel.co.za
E-mail	morne@northernpersonnel.co.za

Section 51(1)(b)

2) The section 10 Guide on how to use the Act

The Guide is available from the South African Human Rights Commission.
Please direct queries to:

The South African Human Rights Commission:
PAIA Unit
The Research and Documentation Department

Address:
Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section 51(1)(d)

Information that is available – i.e. list of legislation

- Basic Conditions of Employment Act No. 75 of 1997
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Skills development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 30 of 1966
- Value – Added Tax Act No. 89 of 1991

Sections 51(1)(c) and 51(1)(e)

Access to the records held [Sections 51(1)(c) and 51(1)(e)]

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 above In this Instance - Not Applicable

4) The Request Procedures

Prescribed form and fee structure in respect of private bodies

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za) under the “regulations” section.

Section 51(1)(f)

5) Other information as may be prescribed

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

Section 51(3)

6) Availability of the material

The manual is available at our offices free of charge; and copies are available with the South African Human Research Council

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