



**NAME OF COMPANY: EMPIRE INNOVATIONS (PTY) LTD T/A EMPIRE RECRUITMENT**

Registration Number: **2017/121762/07**

**MANUAL**

**in terms of**

**Section 51 of**

**The Promotion of Access to Information Act**

**2/2000**

**(the "ACT")**

**DATE: 29 June 2021**

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## 1. Introduction, Name of Company and Type of Business

**EMPIRE INNOVATIONS (PTY) LTD T/A EMPIRE RECRUITMENT** operates in the Staffing Industry and provides:

- Permanent Placements
- Head Hunting and Search

## 2. Company Contact Details

Directors:

- Trinisha Screeramalu – Director and Founder (Active Employee)

Information Officer:

- Trinisha Screeramalu

Postal Address: Same as physical

Street Address: 959 Inchanga Road, Craigavon, Fourways, 2191

Telephone Number: 010 109 8384/ 0765947006

Fax Number: n/a

Email: [trinisha@empirerecruitment.co.za](mailto:trinisha@empirerecruitment.co.za)

## 3. The ACT

- 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** Requesters 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 of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041  
Telephone Number: +27-11-877 3600  
Fax Number: +27-11-403 0625  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

## 4. Availability of Records in terms of Other Legislation

A requester is not obliged to request access to information held by the company in terms of the Act, should there be other legislation that provides a requester with access to such a record. Such other legislation may include but is not limited to:

1. Companies Act No. 71 Of 2008
2. Basic Conditions of Employment Act No.75 of 1997
3. Compensation for Occupational Diseases Act No. 130 of 1993
4. Electronic Communications and Transactions Act No.2 of 2000
5. Employment Equity Act of 1998, as amended
6. Income Tax Act No. 58 of 1962
7. Occupational Health and Safety Act No. 85 of 1993
8. Promotion of Access to Information Act No. 02 of 2000
9. Skills Development Act No.97 of 1998
10. Skills Development Levies Act No. 9 of 1999
11. Unemployment Insurance Act No. 63 of 2001
12. Value Added Tax Act No 89 of 1991
13. Labour Relations Act of 1995 as amended
14. Employment Services Act No. 4 of 2014
15. Unemployment Insurance Contributions Act 4 of 2002
16. Employment Tax Incentive Act 26 of 2013
17. Broad-Based Black Economic Empowerment Act 53 of 2003

## 5. Schedule of Records

1. Companies Act Records
  - Documents of incorporation
  - Memorandum and Articles of Association
  - Minutes of Board of Directors meetings
  - Records relating to appointment of Directors/Auditor/Secretary/Public and other officers
  - Share Register and other statutory registers
2. Financial Records
  - Annual Financial Statements
  - Accounting Records
  - Banking and Electronic Banking
  - Asset Register
  - Rental Agreements
  - Invoices
3. Administrative 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 Service Levies, Skills Development Levies, UIF, Workmen's Compensation
  - Personnel Documents and Records: - Employment contracts, Employment Equity Plan (if applicable), Medical Aid Records, Pension Fund records, Disciplinary records, Salary records, SETA records, Disciplinary code, Leave records, Training records, Training manuals.
4. Sales, Marketing and Business Operations
  - Client Records
  - Candidate Records.

**NOTE:** Access to Client and Candidate records requires the prior written consent of the Data Subject, as per the Protection of Personal Information Act No. 4 of 2013

## 6. Form of Request to Access Information

To facilitate the processing of your request for information, kindly:

- 6.1 Use the prescribed Form C which is attached hereto and is also available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).
- 6.2 Address your request to the Head of the Company/Information Officer.
- 6.3 Provide sufficient details to enable the Company or Entity to identify:
  - (a) The record(s) requested;
  - (b) The requester (and if an agent is lodging the request, proof of capacity);
  - (c) The form of access required;
  - (d) (i) The postal address or fax number of the requester in the Republic;  
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

## 7. FEES PAYABLE

The fees for reproduction of a record as referred to in section 52(3) are as follows -

- |      |   |        |
|------|---|--------|
| 7.1  | for every photocopy of an A4 size page or part thereof  | R1,10  |
| 7.2  | for every printed copy of an A4-size page or part thereof   | R0,75  |
| 7.3  | for a copy of a compact disc  | R70,00 |
| 7.4  | for a transcript of visual images for an A4 size page or  | R40,00 |
| 7.5  | for a copy of visual images   | R60,00 |
| 7.6  | for a transcript of an audio record, for an A4-size page or   | R20,00 |
| 7.7  | for a copy of an audio record   | R30,00 |
| 7.8  | The request fee payable by a requester, other than a personal requester is R50, 00.   |        |
| 7.9  | 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) |        |
| 7.10 | A requestor is required to pay the prescribed fees (R50.00) before a request will be processed and records may be withheld until the fee has been paid.   |        |

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