

OBJECTIVE PERSONNEL (PTY) LTD

2015/087900/07

PAIA MANUAL

**in terms of Section 51 of the
Promotion of Access to Information Act 2 of 2000**

("the ACT")

PAIA Manual
June 2021

LM

Contact Details

Tel: 010 591 2150
Fax: 010 591 2151
E-mail: admin@objectivepersonnel.co.za
Website: www.objectivepersonnel.co.za

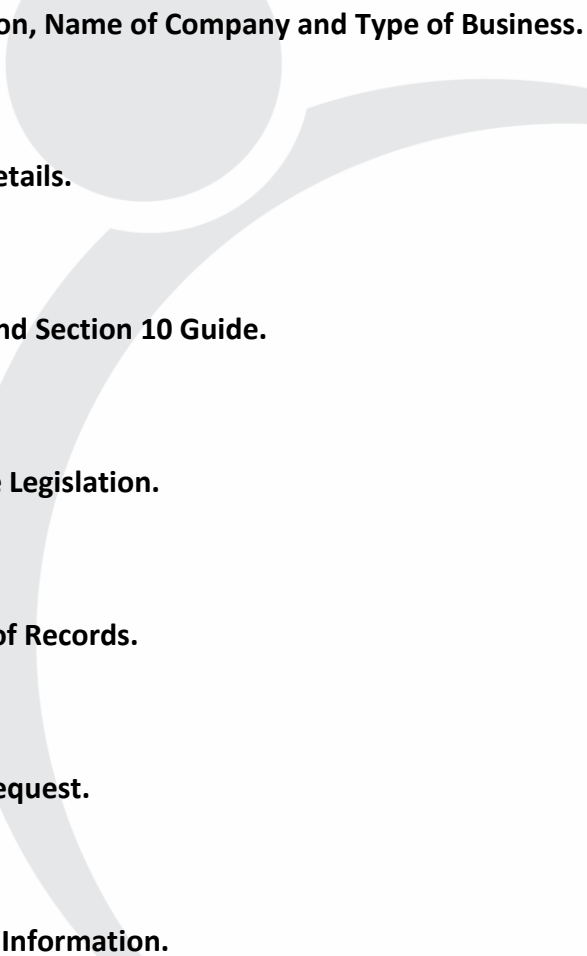
Address

Clearwater Office Park,
Block E, Cnr Atlas & Park Road,
Parkhaven Ext 3, Boksburg

Company Details

Vat No.: 4130263108
Reg No.: 2015/087900/07
Directors: L.M. Ashton, S. Ashton

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1. Introduction, Name of Company and Type of Business

Objective Personnel (Pty) Ltd operates in the Staffing Industry and provides:

- Permanent Placements
- Temporary Employment Services
- Head Hunting and Search

2. Company Contact Details in terms of PAIA section 51

Directors: Leonie Marie Ashton
Shaun Ashton

Information Officer: Leonie Marie Ashton

Postal Address: 1 Homestead Street, Alphen Park, Benoni, 1501

Street Address: Clearwater Officer Park, Block E, Cnr Atlas and Park Roads, Parkhaven Ext 3,
Boksburg

Telephone Number: 010 591 2150

Email: admin@objectivepersonnel.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

L.M.

Contact Details

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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. Employment Equity Act of 1998, as amended
5. Income Tax Act No. 58 of 1962
6. Promotion of Access to Information Act No. 02 of 2000
7. Skills Development Levies Act No. 9 of 1999
8. Unemployment Insurance Act No. 63 of 2001
9. Value Added Tax Act No 89 of 1991
10. Labour Relations Act of 1995 as amended
11. Employment Services Act No. 4 of 2014
12. Broad-Based Black Economic Empowerment Act 53 of 2003

5. Schedule of Records

1. Companies Act Records
 - Documents of incorporation
 - Records relating to appointment of Directors/Auditor/Secretary/Public and other Officers
2. Financial Records
 - Annual Financial Statements
 - Banking and Electronic Banking
 - 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, Medical Aid Records, Disciplinary records, Salary records, SETA records, Disciplinary code, Leave records
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

L.M.

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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.
- 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 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. | |

LJM

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