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NAME OF COMPANY: MECS Africa (Pty) Ltd

Registration Number: 1981/004566/07

MANUAL

in terms of
Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

INDEX:

1. Introduction, Name of Company and Type of Business.
2. Contact Details.
3. The ACT and Section 10 Guide.
4. Applicable Legislation.
5. Schedule of Records.
6. Form of Request.
7. Any other Information.

Compiled by:	Approved by General Manager	Effective Date:	Revision: 01
M. Jooste	J. Rossouw	01 June 2021	Page 1 of 5

1. Introduction, Name of Company and Type of Business

MECS Africa (Pty) Ltd operates in the Staffing Industry and provides:

- Permanent Placements
- Temporary Employment Services
- Head Hunting and Search
- Talent Mapping
- Business Process Outsourcing
- Recruitment Process Outsourcing

2. Company Contact Details

- Directors: C.A Gordon-Bennett
- Information Officer: C.A Gordon-Bennett
- Deputy Information Officer: Judy Rossouw
- Postal Address: PO Box 783157, Sandton, Johannesburg, South Africa, 2146
- Street Address: Office 213, First Floor, 61 Katherine Street, Sandton, Johannesburg, South Africa, 2196
- Telephone Number: +27 11 218 8060
- Fax Number: +27 11 218 8230
- Email: info@meecs.co.za or judy@meecs.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

Compiled by:	Approved by General Manager	Effective Date:	Revision: 01
M. Jooste	J. Rossouw	01 June 2021	Page 2 of 5

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:

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

5. Schedule of Records

a. 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

b. Financial Records

- Annual Financial Statements
- Accounting Records
- Banking and Electronic Banking

Compiled by:	Approved by General Manager	Effective Date:	Revision: 01
M. Jooste	J. Rossouw	01 June 2021	Page 3 of 5

- Asset Register
- Rental Agreements
- Invoices and Quotations
- c. 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, Bargaining Council Levies
 - Personnel Documents And Records: Employment contracts, Employment Equity Plan, Medical Aid Records, Pension Fund records, Disciplinary records, Salary records, SETA records, Disciplinary code, Leave records, Training records, Training manuals
- d. Sales and Marketing
 - 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 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;
 - 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;
 - d. 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. Prescribed Fees

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

- 7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;

Compiled by:	Approved by General Manager	Effective Date:	Revision: 01
M. Jooste	J. Rossouw	01 June 2021	Page 4 of 5

- 7.2 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);
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za.

Compiled by:	Approved by General Manager	Effective Date:	Revision: 01
M. Jooste	J. Rossouw	01 June 2021	Page 5 of 5