

TALENT INSTITUTE

Manual in terms of Section 51 of the Promotion to
Access of Information Act 2 of 2000 (“The Act”)

Talent Institute (Proprietary) Limited

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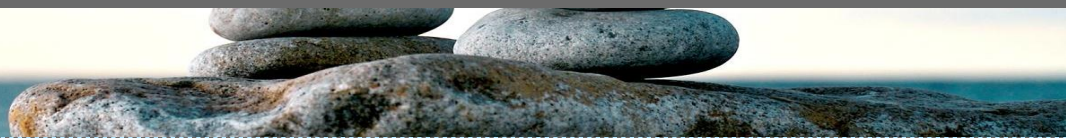


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INTRODUCTION

The Promotion of Access to Information Act gives effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights. The Act sets out the requisite procedures associated with any such requests for information.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act, expressly provides that the information may not be released. In that context, Section 9 of the Act recognizes that access to information can be limited. The limitation relates to circumstances where its release would pose a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

COMPANY AND CONTACT DETAILS

Name of Company: Talent Institute (Proprietary) Limited

Nature of Business: The Talent Institute is a boutique professional services firm that specialises in helping clients develop and implement strategies to more effectively manage the acquisition, deployment, development and retention of talent to support current business strategies and to prepare for future challenges.

Areas of practice include: **Strategy- design** and **Business Process Re-engineering; Risk Intelligence (or Talent Analytics); Succession Management and Decision- Support** and **Capability Development**.

Directors: Mr E van Staden (Business Psychologist | Talent Management Advisor)
Dr BJ van Staden

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Website: www.talentinstitute.co.za

Email: info@talentinstitute.co.za

THE ACT

- a) The ACT grants a requester access to records of the COMPANY, 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.
- b) 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.
- c) Requesters are referred to the Guide to be 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 South African Human Rights Commission. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone number: +27 11 877 3600

Fax: +27 11 403 0625

Website: www.sahrc.org.za

APPLICABLE LEGISLATION

Records available in terms of other legislation are as follows:

- a) Labour Relations Act 66 of 1995
- b) Employment Equity Act 55 of 1998
- c) Basic Conditions of Employment Act 75 of 1997
- d) Compensation for Occupational Injuries and Disease Act of 130 of 1993
- e) Companies Act 2008
- f) Unemployment Insurance Act 63 of 2001
- g) Value Added Tax Act 89 of 1991
- h) Income Tax Act 58 of 1962
- i) Skills Development Act 9 of 1999
- j) Promotion of Access to Information Act 2 of 2000

SCHEDULE OF RECORDS HELD BY TALENT INSTITUTE (PTY) LTD

Companies Act Records:

- a) Documents of Incorporation
- b) Memorandum of Incorporation
- c) Minutes of Board Meetings
- d) Share Register and other statutory registers

Financial Records:

- a) Annual Financial Statements
- b) Tax Returns
- c) Accountings Records
- d) Banking Records
- e) Asset Register
- f) Invoices

Income Tax Records:

- a) PAYE Records
- b) Documents issued to employees for income tax purposes
- c) Records of payments made to SARS on behalf of employees

- d) All other statutory compliances:
 - a. VAT
 - b. Skills Development Levies
 - c. UIF
 - d. Workmen's Compensation

Personnel Documents and Records:

- a) Employment Contracts
- b) Salary Records
- c) Leave Records

FORM OF REQUEST

To facilitate the processing of your request, kindly:

- a) Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za. Access to Form C is also available on our company website.
- b) Address your request to the Head of the Company (Managing Director).
- c) Provide sufficient details to enable the COMPANY to identify:
- d) The record(s) requested;
- e) The requester (and if an agent is lodging the request, proof of capacity);
- f) The form of access is required;
- g) (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;
- h) 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.

PRESCRIBED FEES

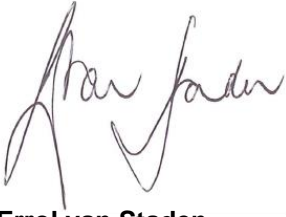
The following applies to requests (other than personal requests):

- a) A requester is required to pay the prescribed fees (R50.00) before a request will be processed;
- b) 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);
- c) A requester may lodge an application with a court against the tender | payment of the request fee and | or deposit;
- d) Records may be withheld until the fees have been paid.
- e) The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za as well as on our company website.

AVAILABILITY OF THE MANUAL

The manual is available on our company website as listed above and copies are available with the SAHRC.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Errol van Staden', written in a cursive style.

Errol van Staden

Business Psychologist | Talent Management Advisor