

PROMOTION OF ACCESS TO INFORMATION ACT,
ACT 2 OF 2000 (“The Act”)

MANUAL IN TERMS OF SECTION 51 OF THE ACT FOR
AMT PLACEMENT SERVICES (PTY) LTD

INTRODUCTION

AMT PLACEMENT SERVICES (PTY) LTD was formed in 2000, and is a firm of LABOUR BROKERS.

PARTICULARS IN TERMS OF SECTION 51 OF THE ACT

The reference, in this Manual, to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

1. Contact Details (Section 51(1)(a))

Name of Private Body:	AMT PLACEMENT SERVICES (PTY) LTD 2000/022443/07
Designated Information Officer:	AJO TAVARES
E-mail address of Information Officer:	amt@lantic.co.za
Postal address:	PO Box 4115 Vanderbijlpark 1900
Street address:	14 Hertz Boulevard Vanderbijlpark 1911
Phone number:	+27 16 980 5300
Fax number:	+27 16 981 4639

2. Guide on how to use the Act (Section 51(1)(b) of the Act)

The Human Rights Commission is responsible for compiling a Guide that will facilitate ease of use of the Act for requestors of information. This guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

The South African Human Rights Commission

PAIA Unit: Research and Documentation Department
Postal address: Private Bag 2700
Houghton
2041
Telephone: +27 11 484 8300
Fax: +27 11 484 0582
E-mail: paia@sahrc.org.za
Website: www.sahrc.org.za

3. Categories of records of AMT PLACEMENT SERVICES (PTY) LTD which are available without a person having to request access in terms of the Act, i.e. voluntary disclosure
Section 51(1)(c)

A private body may, on a voluntary and periodic basis, submit to the minister of Justice a description of categories of records that are automatically available without a requestor having to request access in terms of the Act. The Minister must publish any description so submitted by notice in the Government Gazette.

The identified entities have not submitted any such description for publication and the Minister has therefore not published any notice in the Gazette.

4. Records available in terms of other legislation (Section 51(1)(d))

Information is available in terms of the following legislation to the persons or entities specified in such legislation:

Basic Conditions of Employment Act 75 of 1997
Companies Act 61 of 1973
Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
Currency and Exchanges Act 9 of 1933
Employment Equity Act 55 of 1998
Income Tax Act 58 of 1962
Labour Relations Act of 66 of 1995
Occupational Health and Safety Act 85 of 1993
Regional Services Councils Act 109 of 1985
Skills Development Act 97 of 1998
Skills Development Levies Act 9 of 1999
Unemployment Contributions Act 4 of 2002
Unemployment Insurance Act 30 of 1966

Value Added Tax Act 89 of 1991

5. How to request a record, a description of the subjects on which we hold records, and the categories of records held on each subject (Section 51(1)(e))

5.1 How to request a record (Section 53 of the Act)

Request for access to records held by AMT PLACEMENT SERVICES (PTY) LTD must be made on the request forms that are available from the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development website (www.doj.gov.za) (under “regulations”).

Requests for access to records must be made to our Information Officer at the address, fax number or electronic mail address provided.

The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

It is vital that the requester identifies **the right that he or she is seeking to exercise or protect and provides an explanation of why the requested record is required for the exercise or protection of that right.**

If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of our Information Officer.

If a requester does not use the standard forms, the request may be rejected for the lack of procedural compliance, refused (if sufficient information is not provided, or otherwise), or delayed.

Please note that the requesters are also required to pay the prescribed fees (Section 54 of the Act). The list of prescribed fees in respect of requests, and in respect of access to records (if the request is granted) are contained in Part 111 of Annexure A of the Regulations to the Act and are available on the website of the

South African Human Rights Commission (under regulation no 187) at www.sahrc.org.za, or the website of The Department of Justice and Constitutional Development at www.doj.za/reg/r223.pdf.

The head of the private body must notify the requester (other than a personal requester) of the prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to Court against the tender or payment of the request fee.

The head of the private body will then make a decision on the request and notify the requester in the required form.

If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for the time that has exceeded the prescribed hours to search and prepare the record for disclosure.

Kindly note that all requests to AMT PLACEMENT SERVICES (PTY) LTD will be evaluated and considered in accordance with the Act. Publication of this manual and describing the categories and subject matter of information held by AMT PLACEMENT SERVICES (PTY) LTD does not give rise to any rights to access such information or records, except in terms of the Act.

5.2 Subjects and categories of records held by AMT PLACEMENT SERVICES (PTY) LTD

We maintain records on the following categories and subject matters. **However please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured.** All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act. In particular, there may be applicable grounds of refusal of such a request, as set out in the Act.

5.2.1 Internal records

The following are records pertaining to AMT PLACEMENT SERVICES (PTY) LTD's own affairs:

- Financial records;

- Operational records;
- Intellectual property;
- Marketing records;
- Internal correspondence;
- Service records;
- Statutory records;
- Internal policies and procedures;
- Minutes of meetings;
- Charters, codes of conduct and policies (both internal and external) to which AMT PLACEMENT SERVICES (PTY) LTD and its personnel subscribe; and
- Records held by officials of AMT PLACEMENT SERVICES (PTY) LTD.

5.2.2 Personnel records

For the purposes of this section, “personnel” means any person who works for or provides services to or on behalf of AMT PLACEMENT SERVICES (PTY) LTD and receives or is entitled to receive any remuneration and any other person who assists in carrying out the business of AMT PLACEMENT SERVICES (PTY) LTD. This includes, without limitation, partners, directors, all permanent and part time staff as well as consultants and contract workers.

Personnel records include the following:

- Any personnel records provided to us by our personnel;
- Any records a third party has provided to us about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Employment policies and procedures;
- Internal evaluation and disciplinary records;
- Other internal records and correspondence.

5.2.3. Other Parties

Records are kept in respect of other parties, including without limitation *joint ventures and consortia to which AMT PLACEMENT SERVICES (PTY) LTD is a party*, contractors and sub-contractors, suppliers, service providers, and providers of

information regarding general market conditions. In addition, such other parties may possess records which can be said to belong to AMT PLACEMENT SERVICES (PTY) LTD. The following records fall into this category;

- Personnel, client or AMT PLACEMENT SERVICES (PTY) LTD records which are held by another party as opposed to being held by AMT PLACEMENT SERVICES (PTY) LTD; and
- Records held by AMT PLACEMENT SERVICES (PTY) LTD pertaining to other parties, including financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors or suppliers.

5.2.4 Other records

We hold further records, including –

- Information relating to AMT PLACEMENT SERVICES (PTY) LTD's own commercial activities;
- Procurement and administration for AMT PLACEMENT SERVICES (PTY) LTD; and
- Research information belonging to AMT PLACEMENT SERVICES (PTY) LTD or carried out on behalf of a third party.

6. Other information as may be prescribed (Section 51(1)(f))

No such information has been prescribed

7. Availability of the manual

This manual is available from the South African Human Rights Commission (see details above), from AMT PLACEMENT SERVICES (PTY) LTD (see details above) and in electronic format at headoffice@amtplacements.co.za