



Registration Number of Company: 2020/212861/07

The Skills Group (Pty) LTD

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")



INDEX

- 1. Introduction to: The Skills Group (Pty) Ltd**
- 2. Contact Details**
- 3. The ACT and Section 10 Guide**
- 4. Applicable Legislation**
- 5. Schedule of Records**
- 6. Form of Request**
- 7. Prescribed Fees**



1. INTRODUCTION

The Skills Group (Pty) Ltd

We help you understand the processes on how to access the rewards offered by Tax and Government incentives to increase your operational efficiency

We unlock new opportunities and create a platform partnership in response to youth unemployment

The Skills Group can customise a solution in line with your HR Strategy and handle the implementation thereof seamlessly on your behalf

In addition, our solution will assist your organisation to unlock financial incentives and returns through implementation of youth employment, training, learnerships, internships, bursary and graduate programmes with your relevant SETA and other government sources of funding

2. COMPANY CONTACT DETAILS

Directors: Miss. Janice Clare Wagner

Office Manager/CEO: Mr. Stefan Louis Enslin

Postal Address: 463 Rugby Avenue, Ferndale Randburg 2194

Street Address: 52 Grosvenor Road, Fairway Office Park, Gleneagles Bryanston 2021

Telephone Number: +27 11 4476518

Fax Number: 0862 717 7504

Email: janice@theskillsgroup.co.za

Director: Janice C Wagner

DATE OF COMPILATION: 25 June 2020

DATE OF REVISION: 30 June 2020

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

4. APPLICABLE LEGISLATION

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 55 of 1998	Employment Equity Act
3	No 95 of 1967	Income Tax Act
4	No 66 of 1995	Labour Relations Act
5	No 89 of 1991	Value Added Tax Act
6	No 75 of 1997	Basic Conditions of Employment Act
7	No 25 of 2002	Electronic Communications and Transactions Act
8	No 2 of 2000	Promotion of Access of Information Act
9	No 30 of 1996	Unemployment Insurance Act



5. Schedule of Records

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"> • Public Product Information • Public Corporate Records • Media Releases 	Freely available on our web site www.theskillsgroup.co.za
Financial	<ul style="list-style-type: none"> • Financial Statements • Financial and Tax Records (Company & Employees) 	Request in terms of PAIA. Request in terms of PAIA.
Marketing	<ul style="list-style-type: none"> • Market Information • Public Customer Information: <ul style="list-style-type: none"> ○ Product Brochures • Customer Database • Candidate Database 	Request in terms of PAIA Limited Information available on web site. (see above) Request in terms of PAIA Request in terms of PAIA

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, 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 (CEO).

6.3 Provide sufficient details to enable the COMPANY 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.

Director: Janice C Wagner

DATE OF COMPILATION: 25 June 2020

DATE OF REVISION: 30 June 2020



7. PRESCRIBED FEES

[Click here for the 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;
- 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.

Janice C Wagner
DIRECTOR

30 June 2020



SOUTH AFRICAN HUMAN RIGHTS COMMISSION

The new address is:
33 Hoofd Street
Braampark Forum 3
Braamfontein
2198

Postal address remains as:
Private Bag X 2700
Houghton
2041

New Telephone number
011 877-3600
Fax numbers: 011 403-0682.



SOUTH AFRICAN HUMAN RIGHTS COMMISSION COMPLAINT FORM

For office use only

Province:		City/Town:		Reference No	
-----------	--	------------	--	--------------	--

- Please write clearly and use CAPITAL LETTERS. If there is not enough space on this form for your answer, please use a separate page and send it to us together with this form.
- If there is more than one person who would like to send a complaint to us, each person must complete a separate form

PART A: YOUR DETAILS

1. Name and surname

Your full name(s) and surname: _____

Your nickname(s), if any _____

2. ID number

Your ID number _____

If you do not have an ID number, your date of birth _____

If you do not know your date of birth, your age _____

3. Race (information required for statistical purposes only)

Please state your race _____

4. Gender (information required for statistical purposes only)

Please state whether you are male or female _____

5. Address and contact numbers

Director: Janice C Wagner

DATE OF COMPILATION: 25 June 2020

DATE OF REVISION: 30 June 2020



The address where you live _____
Postal Code _____
The address where we can send letters to _____
Postal Code _____
Telephone number at work _____
Telephone number at home _____
Cell phone number _____
Any other telephone number where we can contact you _____
Whose telephone number is it _____
Fax number _____
E-mail address _____

Important:

Part B must only be filled in if you are writing on behalf of somebody else, for an association or organisation – do not fill this in if your own rights have been violated.

PART B: DETAILS OF PERSON ON WHOSE BEHALF YOU COMPLETE FORM (PERSON OR ORGANISATION)

6. Name and surname of person on whose behalf you are completing this form

His or her full name(s) and surname: _____
His/her nickname(s), if any _____

7. ID number

His or her ID number _____
If he or she does not have an ID number, his or her date of birth _____
If he or she does not know his or her date of birth, his or her age _____

8. Race (information required for statistical purposes only)

Please state his or her race _____

9. Gender (information required for statistical purposes only)

Please state whether he or she is male or female _____

10. Address and contact numbers

The address where he or she lives _____
Postal Code _____
The address where we can send letters to _____
Postal Code _____
Telephone number at work _____
Telephone number at home _____
Cell phone number _____
Any other telephone number where we can contact him or her _____
Whose telephone number is it _____
Fax number _____

Director: Janice C Wagner

DATE OF COMPILATION: 25 June 2020

DATE OF REVISION: 30 June 2020



E-mail address _____

11. Details of association, organisation or organ of state on whose behalf you are completing this form

Full name of the association, organisation or organ of state

Registration number _____

What does it do (e.g. civil, business, retailer, factory, NGO, etc) _____

Who should we talk to there _____

What is contact person's position (e.g. colleague, chairperson, director, secretary)

The address where we can send letters to _____

Postal Code _____

Telephone number _____

Cell phone number _____

Any other telephone number where we can contact him or her _____

Whose telephone number is it _____

Fax number _____

E-mail address _____

PART C: THE COMPLAINT

12. Date

On what date did it happen _____

13. Is it still happening

Yes _____ No _____

14. Where did it happen

Place _____ Town _____ Province _____

15. If you know, which right(s) in the Bill of Rights was/ were violated or is/are being violated

16. If you know, the full name(s) and surname(s) of person(s), association, organisation or organ of state who violated these rights, please tell us

17. Where can we contact them

18. If you do not know his/her/its/their names, please tell us anything you do know about him/her/it/them

Director: Janice C Wagner

DATE OF COMPILATION: 25 June 2020

DATE OF REVISION: 30 June 2020



19. Did anybody see or hear what happened (only people who actually saw or heard what happened, not people who heard about it from someone else)

Full name(s) and surname(s) _____

How and where can we get in touch with them _____

20. In your own words, tell us exactly what happened (include all information but be as brief as possible)

21. Have you reported the matter to anyone else

Yes _____ No _____

If yes, who (e.g. Police, lawyer, Public Protector) _____

22. Were any steps taken by the person/association/organisation/organ of state to resolve the matter

Yes _____ No _____

If yes, please tell us what _____

23. What outcome do you propose or expect from this complaint (tell us what you would like to achieve with this complaint and the relief sought)

24. Do you need an interpreter when attending any proceedings, investigations or hearing at our offices

Yes _____ No _____

If yes, the language you speak _____

Director: Janice C Wagner

DATE OF COMPILATION: 25 June 2020

DATE OF REVISION: 30 June 2020



NOTE: Article 40 of the Human Rights Commission Complaints Handling Procedures provides that all proceedings, investigations and hearings will be conducted in English, unless you request that the proceedings be conducted in another official language.

25. Can we use your name in news reports or letters we write regarding this matter/complaint

Yes _____ No _____

NOTE: Article 8 of the Human Rights Commission Complaints Handling Procedures provides that you may request that your personal particulars be kept confidential and not be disclosed to any person outside the South African Human Rights Commission's office in order to protect your identity.

26. Please tell us how you heard about the South African Human Rights Commission (e g radio advert, newspaper, poster, from a friend, etc)

Signature/mark of complainant

Date

(on behalf of yourself, another person, association, organisation or organ of state)

If on behalf of another person (including a child or a person with a mental disability), association, organisation or organ of state:

Signature of representative, parent, appropriate adult or guardian

Remember:

- To attach a copy of your ID, birth certificate, passport or proof of the registration number of an association, organisation or organ of state, if available.
- To attach any copies of documents which can assist in this matter.

Director: Janice C Wagner

DATE OF COMPILATION: 25 June 2020

DATE OF REVISION: 30 June 2020



What to do once you have filled in the form. Once you have filled in this form, please post or fax it to us at:

Johannesburg - Private Bag X 2700, Houghton 2041

Tel: 011 – 877-3600/3601 Fax: 011 403 0682/0668

Free State - P O Box 4245, Bloemfontein 9300

Tel: 051 - 447 1130 Fax: 051 447 1128

Eastern Cape - P O Box 972, East London 5200

Tel: 043 – 722-7821/25/28 Fax: 043 -722-7830

KwaZulu Natal - P O Box 1456, Durban 4000

Tel/Fax: 031- 304 7323/4/5

Northern Province - P O Box 55796, Pietersburg 0700

Tel: 015 - 291 3500/3504 Fax: 015 - 291 3505

Western Cape - P O Box 3563, Cape Town 8001

Tel: 021 - 426 2277 Fax: 021 - 426 2875

North West P O Box 9586 Rustenburg 0300

Tel (014) 592 0694 Fax (014) 594 1089

Mpumalanga P O Box 6574 Nelspruit 1200

Tel (013) 752-8292 Fax (013) 752-6890

Northern Cape P O Box 1816, Upington 8800

Tel No (054) 332-3993/4 Fax No (054) 332-7750

Director: Janice C Wagner

DATE OF COMPILATION: 25 June 2020

DATE OF REVISION: 30 June 2020