

Michael Page International (SA) (Pty) Limited
Section 51 Manual in accordance with the Promotion of Access to Information Act (PAIA) 2000

Michael Page International (SA) (Pty) Limited is one of the world's leading professional recruitment consultancies, specialising in the placement of candidates in permanent, contract, temporary and interim positions with clients around the world and in particular in South Africa.

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

Name of Business	Michael Page International (SA) (Pty) Limited
Contact Person	Alain Cheenne
Registered Address	4 th Floor, Aloe Grove, 196 Louis Botha Avenue, Houghton Estate, 2198 Johannesburg
Business Address	3 rd Floor, Twin Towers West, Sandton City, Cnr Maude and Fifth Street, Sandton, 2196, PO Box 653555, Benmore 2010
Telephone	011 303 8300
Fax	011 303 8301
Email	financejohannesburg@michaelpage.co.za

2. Section 10 Guide on how to use the Act (Section 51(1)(b))

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, Cnr York and St. Andrews Street, Parktown and on its website at <http://www.sahrc.org.za>

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

Information is available in terms of the following legislation, if and where applicable, but is not limited to:

Basic Conditions of Employment No. 75 of 1997
Closed Corporation Act No. 69 of 1984
Companies Act 61 of 1973
Compensation for Occupational Injuries and Disease Act 130 of 1993
Copyright Act No. 98 of 1978
Electronic Communications and Transactions Act No. 25 of 2002
Employment Equity Act No. 55 of 1998
Income Tax Act No. 58 of 1962
Intellectual Property Laws Amendments Act No. 38 of 1997
Labour Relations Act No. 66 of 1995
Promotion of Access to Information Act No. 2 of 2000
Regional Services Councils Act No. 109 of 1985

Skills Development Levies Act No. 9 of 1999
Skills Development Act No. 97 of 1998
Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001
Value Added Tax Act No. 89 of 1991

4. The latest notice in terms of Section 52(2) (if any)

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

5. Subjects and categories of Records held by Michael Page International (SA)(Pty) Limited (Section 51(1)(e))

a. Company Act Records

- i. Documents of Incorporation
- ii. Memorandum and Articles of Association
- iii. Minutes of Board of Directors meetings
- iv. Records relating to the appointment of directors / auditors / secretary / public officer and other officers
- v. Share Register and other statutory registers

b. Financial records

- i. Annual Financial Statements
- i. Tax Returns
- ii. Accounting Records
- iii. Banking Records, Bank Statements, Paid Cheques, Electronic banking records
- iv. Asset Register
- v. Rental Agreements
- vi. Invoices

c. Income Tax Records

- i. PAYE Records
- ii. Documents issued to employees for income tax purposes
- iii. Records of payments made to SARS on behalf of employees
- iv. All other statutory compliances:
 1. VAT
 2. Regional Services Levies
 3. Skills Development Levies
 4. UIF
 5. Workmen's Compensation

d. Personnel Documents and Records

- i. Employment contracts
- ii. Employment Equity Plan (if applicable)
- iii. Medical Aid records
- iv. Pension Fund records

- v. Disciplinary records
- vi. Salary records
- vii. SETA records
- viii. Disciplinary code
- ix. Leave records
- x. Training records
- xi. Training Manuals

e. Candidate Records

- i. Resumes / Curriculum Vitae
- ii. Qualification(s)
- iii. Identification documents (e.g. passport, identity card, etc.)
- iv. Right to work documents (e.g. visa, work permit, etc.)
- v. References Letters
- vi. Survey & questionnaire responses

6. Details on how to make a request for access (Section 51(1)(e))

Requests for access to information should be made to financejohannesburg@michaelpage.co.za for the attention of Alain Cheenne.

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

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

8. Availability of the manual (Section 51(3))

This Manual is also available for inspection (free of charge) at our offices or on our website at <http://www.michaelpage.co.za/content/16194/site-terms.html> and copies are available with the SAHRC or from their website (http://www.sahrc.org.za/sahrc_cms/publish/cat_index_70.shtml).