

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS  
TO INFORMATION ACT, No. 2 of 2000 (“the ACT”)**

For

Comsel Eigtheen (Pty) Ltd  
(1999/015649/07)  
Trading As  
Kanimambo

**STAFFING SOLUTIONS PROVIDER & PRODUCT RESELLER & IMPLEMENTER**

**A. CONTACT DETAILS OF THE COMPANY AND THE INFORMATION OFFICER**

**Information Officer:** Benita Barthel  
**DOL Registration Number:** 0792  
**APSO Membership Number:** K010-S  
**Registered Address:** 8 Victoria Link, Route 21 Corporate Park, Irene, 0062  
**Postal address:** P O Box 175, Menlyn, 0063  
**Telephone number:** 012 345 1941/ 012 345 2351  
**Facsimile number:** 086 605 5167  
**E-mail:** benitab@kanimambo.co.za  
**General email address:** consulting@kanimambo.co.za  
**Website:** www.kanimambo.co.za

**B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC)**

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. The Human Rights Commission may be contacted at:

**Postal Address:** Private Bag 2700 Houghton 2041,

**Telephone number:** + 27 11 877 3600

**Facsimile number:** + 27 11 877 3750

**Website:** <http://www.sahrc.org.za>

**C) RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

Records are kept in accordance with such other legislation as is applicable to

**Comsel Eighteen (Pty) Ltd**, which includes but is not limited to, the following

legislation:

- Companies Act 61 of 1973
- Income Tax Act 58 of 1962  
75 of 1997
- Employment Equity Act 55 of 1998
- Value Added Tax Act 89 of 1991
- Skills Development Levies Act of 1999
- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act
- Unemployment Insurance Act 63 of 2001
- Occupational Health and Safety Act  
85 of 1993
- Compensation for Occupational Injuries  
and Diseases Act 130 of 1993

**D) SUBJECTS AND CATEGORIES OF RECORDS HELD BY COMSEL EIGHTEEN (PTY) LTD:**

**SECTION 51 (1)(e)**

The following records of the COMPANY are available on demand:

**1. COMPANIES ACT RECORDS**

- Documents of Incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors Meetings
- Records relating to the appointment of directors/auditor/secretary/public officers
- Share Register and other statutory registers

**2. FINANCIAL RECORDS**

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records  
Bank Statements  
Electronic Banking Records
- Asset Register
- Rental Agreements

- Invoices

### **3. INCOME TAX RECORDS**

- PAYE Records
- IRP5's
- Records of payments made to SARS on behalf of employees (IT88)
- All other statutory compliances:
  - VAT
  - Skills Development Levies
  - UIF
  - Workmen's Compensation

### **4. PERSONNEL DOCUMENTS AND RECORDS:**

- Job specs
- CV's
- Interview Notes
- Employment Contracts
- Employee Records
- Salary Records
- Leave Records
- Training Records
- Training Manuals
- Medical Aid Records
- Employment Equity Plan
- SETA Records
- HR Procedure

### **E. REQUEST PROCEDURE**

- The request must be made to the person specified in A above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form (Form C) in terms of the Act and the Regulations thereto.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.

- The requester must identify the right that he or she is seeking to exercise or protect and provide 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 a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.
- The Information Officer must notify the requester (other than a personal requester by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The Information Officer will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

**F. AVAILABILITY OF THE MANUAL**

The COMPANY'S manual is available for inspection free of charge at the registered address of the COMPANY (see A above). In addition, a copy is available from the SAHRC (see contact details in B above) and on the COMPANY'S website.