

INTRODUCTION TO UKUSIZA LEARNING (PTY) LTD

Ukusiza Learning (Pty) Ltd ("the Company") is a registered private company which conducts business as a placement agency. Ukusiza operates an office in Pretoria.

Erika Louw (Managing Director of Ukusiza Learning (Pty) Ltd) has been appointed as Information Officer. All applications and/or requests for information must be made in terms of the Promotion of Access to Information Act (Act 2 of 2000).

PARTICULARS OF THE INFORMATION OFFICER IN TERMS OF S51(1)(a)

Information Officer: Erika Louw (Managing Director)

Physical Address

Ukusiza Learning
Silver Well Retail & Office Park
27 Graham Rd
Silver Lakes
Pretoria
South Africa

Postal Address

Box 2766
Pretoria
0001
Telephone and email
Telephone: +27 (12) 817-4600
info@ukusizalearning.co.za



INFORMATION ON THE ACCESS TO INFORMATION GUIDE IN TERMS OF SECTION 51(1)(b)

The South African Human Rights Commission ("SAHRC") has compiled a guide to assist the public with requests to access to information ("the Guide").

The Guide is available to the public at the following link:
www.sahrc.co.za

Alternatively you can contact the Company's information officer, as set out above, to provide you with a copy of the Guide.

NOTICE IN TERMS OF SECTION 52(2)

The Company has not published a notice in terms of section 52(2).

DESCRIPTION OF RECORDS THAT ARE AVAILABLE IN TERMS OF SECTION 51(1)(d)

The Company keeps and maintains records as required in terms of the following legislation:

Income Tax Act 58 of 1962
The Unemployment Insurance Act 30 of 1966
Income Tax Act 95 of 1967
The Attorneys Act 53 of 1979
The Legal Practice Act 28 of 2014
Value Added Tax Act 89 of 1991
Occupational Health and Safety Act 85 OF 1993
Compensation for Occupational Injuries and Diseases Act 130 of 1993
Labour Relations Act 66 of 1995
Basic Conditions of Employment Act 75 of 1997
The Employment Equity Act 55 of 1998
The Skills and Development At 97 of 1998
Promotion of Access of Information Act 2 of 2000 (PAIA)
The Protection of Personal Information Act 4 of 2013 (POPI Act)
Electronic Communications and Transactions Act 25 of 2002

DESCRIPTION OF AVAILABLE RECORDS IN TERMS OF SECTION 51(1)(e)

The Company has the following records:

Communication

Public Information and Marketing Material
Media Releases
Promotion of Access to Information Act Manual
Financial Information
Financial Statements
Financial and Tax Records (Company & Employees)
Asset Register & Insurance information
Banking details

Human Resources

Employee Records & Contracts
Employee Guidelines, Policies and Procedures

Operational Information

Director information
Client Information
Company Guidelines, Policies and Procedures
Statutory Records
General Operational Information

Website

Organisational organogram
News and Publications

PROCESS TO APPLY FOR ACCESS TO INFORMATION IN TERMS OF SECTION 51(1)(e)

Any applicant requesting information must complete the application form and submit the application form to the Company's information officer.

The application form is annexed to this manual.

The completed form must be accompanied by proof of payment of the prescribed application fee, as described below.

Upon receipt of the application form and proof of payment, the Information Officer will consider the request. If the request is approved, the Information Officer will provide the applicant with a summary of fees payable in respect of the application. Upon receipt of payment the requested information will be supplied.

In the event of the application being denied, the Information Officer will inform the applicant and provide reasons for the decision.

FEES PAYABLE IN TERMS OF SECTION 51 (1)(e)

The fees applicable to an application for information shall be as per the prescribed schedule of fees. The schedule is subject to change in accordance with changes to the prescribed fees.

An application fee of R50.00 is payable in respect of each application for information. Proof of payment of the said fee must accompany the completed application form.

No fees are payable by persons who request information pertaining to their own affairs.