

SECTION 51 MANUAL
PROMOTION OF ACCESS TO INFORMATION ACT

Antjaq Labour Services Pty (Ltd)

trading as AB Labour Services

Reg: 2004/001410/07

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A. INTRODUCTION:

MAIN BUSINESS

Labour Broking, which include but is not limited to recruitment, placement and provision of temporary and/or permanent staff to businesses. We also provide an all-inclusive human resources service to businesses.

B. INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT

1. CONTACT DETAILS

Head of Body	Anton Barnard
Registered company name	Antjaq Labour Services t/a AB Labour Services
Reg No:	2004/001410/07
VAT No:	4160196202
Telephone no:	014 – 7721216
Fax no	014 – 7771551
Website Address	www.abls.co.ca
Electronic mail address of the head of body	abarnard@abls.co.za
Postal Address	Po Box 1309 Thabazimbi 0380
Physical Address	103 van der Bijl Street Thabazimbi 0380

2. DESCRIPTION OF GUIDE REFERRED TO SECTION 10: SECTION 51. (1)(b)

A Guide has been compiled in terms of section 10 of PAIA by the Human Rights Commission. It contains information by a person wishing to exercise any right, contemplated by PAIA.

It is available for inspection at the offices of the SAHRC. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700

Houghton

2041

Street address: 29 Princess of Wales Terrace
cnr York and St. Andrews Street
Parktown

Telephone: +27 11 484-8300

Fax: +27 11 484-7146

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

The manual is also available for inspection during office hours at the offices of Antjaq Labour Services Pty (Ltd) free of charge, as well as on our website <http://www.abls.co.za>

3. THE LATEST NOTICE IN TERMS OF SECTION 52(2)

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

4. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997

- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 95 of 1967
- Skills Development Act 9 of 1999
- Unemployment Contributions Act 4 of 2002
- Occupational Health & Safety Act 85 of 1993

5. **SUBJECTS AND CATEGORIES OF RECORDS HELD BY ANTJAQ LABOUR SERVICES PTY (LTD): SECTION 51(1)(e)**

1. COMPANIES ACT RECORDS

- Documents of incorporation
- Memorandum and Articles of Association
- Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers

6. **DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)**

1. The requester must complete the prescribe form and submit this form together with a request fee, to the head of the private body.
2. The form must be submitted to the head of the private body at his/ her address, fax number, or electronic mail address
3. The form must:
 - a. provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester,
 - b. indicate which form of access is required,
 - c. specify a postal address or fax number of the requester in the Republic,
 - d. identify the right that the requester 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,
 - e. if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,
 - f. if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.