

**Savant People Development (Pty) Ltd**

**(a Private Company)**

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS  
TO INFORMATION ACT NO. 2 OF 2000 (“PAIA”) IN RESPECT OF SAVANT PEOPLE  
DEVELOPMENT**

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## **1. Introduction to Savant People Development**

Savant People Development is a private company with offices in Johannesburg. As Director, Mrs Divinia Fernandes-Esch duly acts as the person to whom requests for access to information must be made in terms of the Act.

### Contact details:

**Point of Contact:** Mrs Divinia Fernandes-Esch - Director

**Postal Address:** Savant People Development, 54 Stone River Estate, Beverley, Johannesburg 2191

**E-mail Address:** [divinia@savantconsulting.co.za](mailto:divinia@savantconsulting.co.za)

**Contact Number:** 082 331 3682

## **2. PAIA Guidelines**

A Guide on how to use the Act has been compiled by the South African Human Rights Commission. Any person who wishes to exercise any rights contemplated in the Act must direct any queries to:

The South African Human Rights Commission: PAIA Unit

The Research and Documentation Department

**Postal Address:** Private Bag 2700, Houghton, 2041, Republic of South Africa

Telephone: +27 11 877 3600

Facsimile: +27 11 403 0625

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

### **3. Recordkeeping**

Savant People Development may from time to time maintain records in accordance with the following legislation:

- Income Tax Act 58 of 1962
- The Unemployment Insurance Act 30 of 1966
- Income Tax Act 95 of 1967
- 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 Act 97 of 1998
- Promotion of Access of Information Act 2 of 2000
- Electronic Communications and Transactions Act 25 of 2002
- The Protection of Personal Information Act 4 of 2013
- Financial Intelligence Centre Act 38 of 2001

### **4. Information on Record**

Savant People Development retains the following types of records of information not automatically available without a request in terms of this Act:

#### **4.1 Correspondence**

- Promotion of Access to Information Act Manual
- Internal and external correspondence
- Disclaimers

## **4.2 Financial Records**

- Annual Financial Statements
- Banking Records
- Audit Reports
- Invoices in respect of creditors and debtors
- Financial and Tax Records (Company & Employees)
- Asset Register & Insurance information
- Banking details
- Client records in terms of FICA

## **4.3 Human Resources**

- Employee Records
- Employment Contracts, SLAs, Consultant Agreements
- Personnel Guidelines, Policies and Procedures
- Operational Information
- Disciplinary Records
- Compensation or redundancy payments
- Records relating to conditions of employment
- Training schedules and manuals
- Payroll records
- Files relating to client matters
- In-house policies and procedures

## **4.4 Operational Information**

- Contracts with clients
- Client Information
- General Contract Documentation
- Company Guidelines, Policies and Procedures
- Statutory Records
- General Operational Information

#### **4.5 Website**

- Domain name
- Organisational structure
- Organisation and personal profiles
- News and Publications

#### **4.6 Company Records**

- Memorandum and Articles of Association
- Documents of Incorporation
- List of Employees
- Incorporating Documents

### **5. Requests for Information**

- Any person requesting information must make use of the prescribed form on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za) and the website of the Department of Justice and Constitutional Development at [www.doj.gov.za](http://www.doj.gov.za) in order to access a record. The completed form must be submitted to the Director herein.
- The requester must provide sufficient detail on the request form to enable the Director to identify the record and the requester.
- The requester must describe the manner in which they are to be contacted to be informed of the information held on record.
- The requester must identify the statutory provision granting the right that he or she is seeking to exercise or protect and provide an explanation as to 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 submit proof of the capacity in which the requester is making the request to the satisfaction of the Director.
- Access to information stored in the company's records may be refused on any one or more of the following grounds:

- Professional privilege
- Where the records constitute privileged information to be used in legal proceedings;
- Where it is necessary to protect the commercial information or the confidential information of a third party;
- Where it is necessary to protect the safety of individuals, property or other such persons;
- Where it is necessary to protect the research information of a third party or of Savant People Development;
- Where the granting of access would result in the unreasonable disclosure of personal information about a third party

## **6. Fees**

- The Director must notify the requester (other than a personal requester) by notice, requiring the requester to pay the relevant fee before further processing the request.
- Private entities charge R50,00 for the request of information by someone other than a personal requester.
- A personal requester does not pay such fee for requesting their own personal information which may be on record.
- The Director will then make a decision on the request and notify the requester in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that had exceeded the prescribed hours to search and prepare the record for disclosure.

## **7. Availability of the manual**

The manual is available for inspection free of charge via electronic mail and on the company's website. To arrange for an inspection of the manual, please contact the Director herein. Copies are also available with the SAHRC and in the Government Gazette.

## 8. Prescribed fees and forms in respect of private bodies

The prescribed forms and fees for requests to private bodies are available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za) and the website of the Department of Justice and Constitutional Development at [www.doj.gov.za](http://www.doj.gov.za).

The following is a summary of the prescribed fees:

	<b>REPRODUCTION</b>	<b>FEE (ZAR)</b>
1.	Photocopy of an A4-size or part thereof	R1.10 per page
2.	Printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,75 per page
3.	A copy, in a computer-readable form on:-  Stiffy disc  Compact disc	R7,50  R70,00
4.	Transcription of visual images on an A4-size page or part thereof	R40,00 per page
5.	Copy of visual images	R60,00
6.	Copy of an audio record	R30,00
7.	Copy of an audio record	R30,00