

**Africa Skills Village  
(Training and  
Management Services) (Pty) Ltd**

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**(Registration Number: 2006/028075/07)**

Manual in terms of section 51 of the Promotion of  
Access to Information Act, 2 of 2000

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### PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

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# PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

## SECTION 51 MANUAL OF AFRICA SKILLS VILLAGE (TRAINING AND MANAGEMENT SERVICES) (PTY) LTD (REGISTRATION NUMBER: 2006/028075/07)

### 1. CONTACT PARTICULARS

<b>Head of business:</b>	Elsie Maria Harmse	<b>Information officer:</b>	Catherina Petronella Fourie
<b>Postal Address:</b>	PO Box 9950	<b>Physical Address:</b>	133 Mitchell Street
	George		George
	6530		6529
<b>Telephone Number:</b>	044 884 0791	<b>Fax Number:</b>	044 884 0789
<b>E-mail Address:</b>	finance@skillsvillage.co.za		
<b>Website:</b>	www.africaskills.co.za		

### 2. INTRODUCTION

The private company is engaged in rendering of training and management services.

### 3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

- 3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

**Postal Address:** Private Bag 2700, Houghton, 2041  
**Telephone Number:** (+27)11 877 3600  
**Fax Number:** (+27)11 403 0625  
**Website:** [www.sahrc.org.za](http://www.sahrc.org.za)

### 4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from Africa Skills Village (Training and Management Services) (Pty) Ltd, [www.africaskills.co.za](http://www.africaskills.co.za).

## 5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008
- Employment Equity Act 55 of 1998
- Further Education and Training Colleges Act 16 of 2006
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information Act 2 of 2000
- Skills Development Act 97 of 1998
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Higher Education and Training Act 101 of 1997

## 6. INFORMATION AUTOMATICALLY AVAILABLE

- [www.africaskills.co.za](http://www.africaskills.co.za)
- Reports

## 7. INFORMATION AVAILABLE IN TERMS OF THE ACT

- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Dividend Register
- Directors Attendance Register
- Memorandum of Incorporation
- Minutes of Shareholders Meetings
- Minutes of Directors Meetings
- Register of Directors and Officers
- Resolutions
- Shareholders Agreements
- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Lease or instalment sale agreements



- Insurance records
- Auditor's reports
- Capital expenditure
- Hardware
- Internet
- Software packages
- Telephone lines, leased lines and data lines
- Insurance policies
- Disciplinary records
- Employee evaluation and performance records
- Employee information records
- Employment contracts
- Employment equity plan
- IRP 5 and IT 3 certificates
- Leave applications
- Maternity leave policy
- Payroll
- Salary and wage registers
- Salary slips and wage cards
- UIF, PAYE and SDL returns
- Workmen's Compensation Documents
- Sales
- Service and product information

## 8. GENERAL

N/A

## 9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of Africa Skills Village (Training and Management Services) (Pty) Ltd, or can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za). The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.

## 10. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of Africa Skills Village (Training and Management Services) (Pty) Ltd, from the South African Human Rights Commission and at: [www.africaskills.co.za](http://www.africaskills.co.za).

*Ellen*