

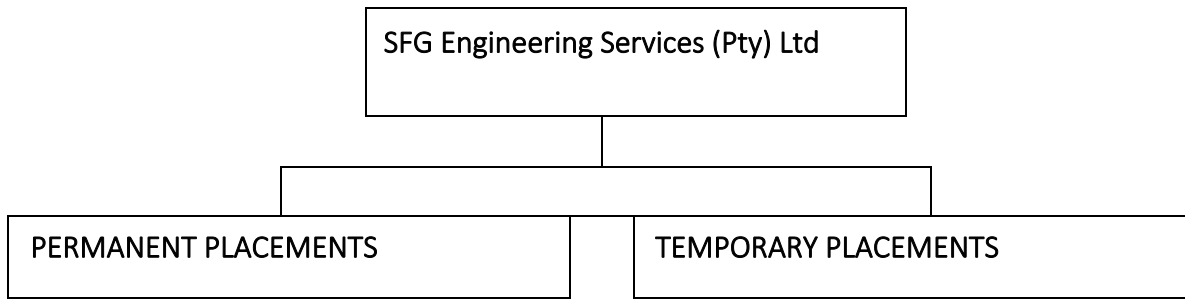


**ENGINEERING SERVICES (PTY) LTD**

SFG Engineering Services (Pty) Ltd  
(Reg no: 2003/031415/07)

Promotion of Access to information Manual (The manual guide) for SFG Engineering Services (Pty) Ltd (Registration number 2003/031415/07) as prepared in accordance with section 51 of the Promotion of Access to Information ACT No 2 of 2000.

## Particulars in terms of the section 51 manual Structure of SFG Engineering Services (Pty) Ltd



Executive Search – Technical  
Executive Search - Skilled Labour

Admin Clerical & Support Staff  
Generalist Positions

### Industry Sector Focus

Civil  
FMCG  
Maritime

Mining  
Finance  
Manufacturing

Renewable Energy  
Oil and Gas Exploration and Production  
Logistics and Warehousing

## Company Overview

SFG Engineering Services (Pty) Ltd has been entrenched at the forefront of the temporary employment services sector in Africa for 17 Years, SFG Engineering Services (Pty) Ltd provides a comprehensive range of solutions for the human resources market, from supplying local and internationally and a broad range of industries.

## SFG Engineering core offerings:

Staffing and recruitment  
Process outsourcing  
Payroll solutions

## Contact Details:

SFG Engineering Services (Pty) Ltd  
Hadley Cedras  
1<sup>st</sup> Floor, 24 Milner Street, Paarden Eiland, 7420  
[hadley.cedras@sfgengineering.co.za](mailto:hadley.cedras@sfgengineering.co.za)  
+27 (0) 21 551 3585  
+27 (0) 21 551 3585  
[www.sfgengineering.co.za](http://www.sfgengineering.co.za)

## **Voluntary Disclosure and Automatic Availability of Certain Records**

The company has to date not yet published any notice in terms of Section 52(3) of the Act, describing categories of records which are automatically available without a person having to request such information in terms of the provisions of the Act.

## **Records available in terms of other legislation (Section 1).**

Basic Conditions of Employment Act No 75 Of 1997 Companies  
Act No 61 of 1973  
Employment Equity Act No 55 of 1998  
Labour Relations Act No 66 of 1995  
Skills Development Act No 97of 1998  
Skills Development Levies Act No 9 of 1999  
Unemployment Insurance Act No 30 of 1996  
Value Added Tax Act No 89 of 1991  
Income Tax Act No 95 of 1967  
Compensation for Occupational Injuries and Diseases Act, No 130 of 1993  
Consumer Protection Act No 68 of 2008  
Protection of Private Information Act  
National Credit Act, No 34 of 2005  
Occupational Health and Safety Act, No 85 of  
1993 Protected Disclosures Act, No 26 of 2000  
Protection of Personal Information Act, No 4 of 2013  
Broad Based Black Economic Empowerment

## **Records held by SFG Engineering Services (Pty) Ltd**

Documents of incorporation  
Memorandum and Articles of Association  
Minutes of Board of Directors meetings  
Records relating to the appointment of directors/auditors/and other officers  
Share register and other statutory registers

## **Financial Records held by SFG Engineering Services (Pty) Ltd**

Annual Financial Statements  
Tax Returns  
Accounting Records  
Banking Records  
Quotations  
Electronic banking records  
Assets Register  
Rental Agreement  
Invoices

## **Income Tax Records**

PAYE records

Documentation issued to employees for income purpose

Records of payments made to SARS on behalf of employees

All other statutory compliance

Bargaining Council Levies

VAT

Skills Development

Workmen's Compensation

UIF Levies

## **Personal Documents and Records**

Employment contracts

Employment Equity Plan

Medical records

Pension Fund records

Disciplinary records & code

Salary records

SETA records

Leave records

Training records

Training manuals

Access to records held by SFG Engineering Services (Pty) Ltd

Protected Disclosures Act 26 of 2000

Records that may be requested: Please note that recording a category or subject matter in this manual does not imply that a request for access to such records would be honoured. A request for access to such records would be honoured. In order to request access to information held by the company, the person requesting access to such information must not only identify the right it is seeking to exercise or protect and explain why the record requested is required for the exercise or protection of that right but must also comply with the procedural requirements set out in the Act.

## **Procedural Requirements**

In order to facilitate such request for access to information, the requester need to complete the access to information form attached hereto as Annexure 1, the form must be completed in full of which failure to do so may result in the process being delayed until such additional information is provided.

Identification document is required to authenticate the request and the requester. Therefore, the requester must supply a certified copy of their identification document or any other legally acceptable form of identification with the access to information form.

Any request will not be processed until the request fee of R50 (fifty rand) and a deposit of the access fee (if applicable) have been paid. The request fee is an administration fee that must be paid before the request is considered and is not refundable. A request containing personal information of the requester is excluded from paying the request fee.

The access fee table ( Annexure 2 attached hereto) is intended to reimburse the company for the cost involved in searching and preparing the record requested for delivery and is payable once access to the record requested is granted.

A reproduction fee is payable by the requester, in case of the reproduction of a record requested, notwithstanding the fact that it is automatically available.

The requestor will be informed within 30-days of the company's decision to refuse access to the information requested based on any of the grounds for refusal as contemplated in Chapter 3 of part 3 of the Act. Take note that the 30-day period may be extended for further 30 days period should more time be required to gather the requested information. The requester will be notified if the initial 30-day notice is to be extended.



**ENGINEERING SERVICES (PTY) LTD**

**ANNEXURE 1**

**A. Particulars of private body**

The Head:

**B. Particulars of person requesting access to the record**

(a) The particulars of the person who requests access to the record must be given below.  
(b) The address and/or fax number in the Republic to which the information is to be sent must be given.  
(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: .....

Identity number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal address: .....

Telephone number: (.....) ..... Fax number: (.....) .....

E-mail address: .....

Capacity in which request is made, when made on behalf of another person:

**C. Particulars of person on whose behalf request is made**

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: .....

Identity number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**D. Particulars of record**

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

.....  
.....  
.....  
.....

2. Reference number, if available:

.....  
.....  
.....  
.....

3. Any further particulars of record:

.....  
.....  
.....  
.....

**E. Fees**

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

.....  
.....  
.....  
.....  
.....

**F. Form of access to record**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
Mark the appropriate box with an <b>X</b> .	
NOTES:	
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.	
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.	
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.	

<b>1. If the record is in written or printed form:</b>					
	copy of record*		inspection of record		
<b>2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</b>					
	view the images		copy of the images*		transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
	listen to the soundtrack (audio File)		transcription of soundtrack* (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (USB or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
--	-----	----

**G. Particulars of right to be exercised or protected**

If the provided space is inadequate, please continue on a separate folio and attach it to this form.  
The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

.....

.....

.....

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

.....

.....

.....



## H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at ..... this day..... of .....year .....

.....  
SIGNATURE OF REQUESTER /  
PERSON ON WHOSE BEHALF REQUEST IS MADE

### ANNEXURE 2

#### ACCESS FEE PAYABLE (IF APPLICABLE)

	Rand
For every photocopy of an A4-size page or part thereof	R 1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic form	R 0.75
For a copy in a computer readable form	
Diskette	R 7.50
Compact Disc	R 70.00
A transcription of visual images, for an A4-size page or part thereof	R 40.00
For a copy of visual images	R 60.00
A transcription of an audio record, for an A4-size page or thereof	R 20.00
For a copy of audio record	R 30.00
To search a record that must be disclosed, per hour or part of the hour	R 30.00
Where a copy of the record needs to be posted the actual postal fee is payable	

#### REPRODUCTION FEE (IF APPLICABLE)

For every photocopy of an A4-size page or part thereof	R 1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic form	R 0.75
For a copy in a computer readable form	
Diskette	R 7.50
Compact Disc	R 70.00
A transcription of visual images, for an A4-size page or part thereof	R 40.00
For a copy of visual images	R 60.00
A transcription of an audio record, for an A4-size page or thereof	R 20.00
For a copy of audio record	R 30.00