

Pillangó Placements CC

(Registration Number: 1999-025561-23)

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

Date of Compilation: 2018-02-07

Date of Revision: 2021-06-30

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

SECTION 51 MANUAL OF PILLANGÓ PLACEMENTS CC (REGISTRATION NUMBER: 1999-025561-23)

1. CONTACT PARTICULARS

Head of business:	Jackie Bedeker	Information officer:	Jackie Bedeker
Postal Address:	PO Box 885 Wingate Park Pretoria 0153	Physical Address:	778 Volksrust Str Faerie Glen 0081
Telephone Number:	0828976889		
E-mail Address:	jackie@pillango.co.za		
Website:	www.pillango.co.za		

2. INTRODUCTION

This closed corporation is engaged in personnel recruitment and secretarial 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

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 Pillangó Placements CC, www.pillango.co.za.

5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Consumer Protection Act 68 of 2008
- Close Corporations Act 69 of 1984
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- National Credit Act 34 of 2005
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information Act 2 of 2000
- Protection of Businesses Act 99 of 1978
- Protection of Personal Information Act 4 of 2013
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Tax Administration Act 28 of 2011
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- www.pillango.co.za
- Marketing and Promotional Material
- Reports

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

Statutory Business Records

- Certificate of Change of Name
- Certificate of Incorporation
- Cooperation Agreements
- Founding Statements and Amendments

Accounting Records

- 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

Personnel Records

- Employee information records
- Employee loans
- Employment contracts
- IRP 5 and IT 3 certificates
- Letters of appointment
- Payroll
- Personnel File
- Salary and wage registers
- Salary slips and wage cards
- Staff loan schemes
- UIF, PAYE and SDL returns
- Workmen's Compensation Documents

Sales and Marketing

- Brochures, newsletters and marketing material

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 Pillangó Placements CC, or can be accessed on 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 Pillangó Placements CC, from the South African Human Rights Commission and at: www.pillango.co.za.

