

## **INTRODUCTION TO ERGASIA PLACEMENTS (PTY) LTD**

Ergasia Placements (Pty) Ltd ("the Company") is a registered private company which conducts business as a placement agency. Ergasia operates an office in Pretoria.

Erika Louw (Managing Director of Ergasia Placements (Pty) Ltd) has been appointed as Information Officer. All applications and/or requests for information must be made in terms of the Promotion of Access to Information Act (Act 2 of 2000).

## **PARTICULARS OF THE INFORMATION OFFICER IN TERMS OF S51(1)(a)**

**Information Officer:** Erika Louw (Managing Director)

### **Physical Address**

Ergasia Placements  
Silver Well Retail & Office Park  
27 Graham Rd  
Silver Lakes  
Pretoria  
South Africa

### **Postal Address**

Box 2766  
Pretoria  
0001  
Telephone and email  
Telephone: +27 (12) 817-4600  
[info@ergasia.co.za](mailto:info@ergasia.co.za)

## **INFORMATION ON THE ACCESS TO INFORMATION GUIDE IN TERMS OF SECTION 51(1)(b)**

The South African Human Rights Commission ("SAHRC") has compiled a guide to assist the public with requests to access to information ("the Guide").

The Guide is available to the public at the following link:  
[www.sahrc.co.za](http://www.sahrc.co.za)

Alternatively you can contact the Company's information officer, as set out above, to provide you with a copy of the Guide.

## **NOTICE IN TERMS OF SECTION 52(2)**

The Company has not published a notice in terms of section 52(2).

## **DESCRIPTION OF RECORDS THAT ARE AVAILABLE IN TERMS OF SECTION 51(1)(d)**

The Company keeps and maintains records as required in terms of the following legislation:

Income Tax Act 58 of 1962  
The Unemployment Insurance Act 30 of 1966  
Income Tax Act 95 of 1967  
The Attorneys Act 53 of 1979  
The Legal Practice Act 28 of 2014  
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 At 97 of 1998  
Promotion of Access of Information Act 2 of 2000 (PAIA)  
The Protection of Personal Information Act 4 of 2013 (POPI Act)  
Electronic Communications and Transactions Act 25 of 2002

## **DESCRIPTION OF AVAILABLE RECORDS IN TERMS OF SECTION 51(1)(e)**

The Company has the following records:

### **Communication**

Public Information and Marketing Material  
Media Releases  
Promotion of Access to Information Act Manual  
Financial Information  
Financial Statements  
Financial and Tax Records (Company & Employees)  
Asset Register & Insurance information  
Banking details

### **Human Resources**

Employee Records & Contracts  
Employee Guidelines, Policies and Procedures

### **Operational Information**

Director information  
Client Information  
Company Guidelines, Policies and Procedures  
Statutory Records  
General Operational Information

## **Website**

Organisational organogram  
News and Publications

## **PROCESS TO APPLY FOR ACCESS TO INFORMATION IN TERMS OF SECTION 51(1)(e)**

Any applicant requesting information must complete the application form and submit the application form to the Company's information officer.

The application form is annexed to this manual.

The completed form must be accompanied by proof of payment of the prescribed application fee, as described below.

Upon receipt of the application form and proof of payment, the Information Officer will consider the request. If the request is approved, the Information Officer will provide the applicant with a summary of fees payable in respect of the application. Upon receipt of payment the requested information will be supplied.

In the event of the application being denied, the Information Officer will inform the applicant and provide reasons for the decision.

## **FEES PAYABLE IN TERMS OF SECTION 51 (1)(e)**

The fees applicable to an application for information shall be as per the prescribed schedule of fees. The schedule is subject to change in accordance with changes to the prescribed fees.

An application fee of R50.00 is payable in respect of each application for information. Proof of payment of the said fee must accompany the completed application form.

No fees are payable by persons who request information pertaining to their own affairs.