

## PROMOTION OF ACCESS TO INFORMATION ACT

### Submission of Section 51 Manual

#### 1. INFORMATION REQUIRED UNDER SECTION 51(1)(a) OF THE ACT:

<b>Company Name</b>	EDM RECRUITMENT CC
<b>Company Registration Number</b>	1993/017604/23
<b>Company Summary Activity</b>	Recruitment
<b>Company Postal Address</b>	P.O. Box 782680 Sandton 2146
<b>Company Physical Address</b>	21 Ambassador Park Jersey Crescent North Riding 2169
<b>Company Telephone Number</b>	011 704 3817
<b>Company Fax Number</b>	011 462 2758
<b>Name of Representative/Owner</b>	Edeltraud Maria Drummond
<b>Representative E-mail Address</b>	gary at edm.co.za
<b>Company website</b>	www.edm.co.za

#### 2. RECORDS AVAILABLE IN TERMS OF SECTION 51(1)(d) OF THE ACT:

- Closed Corporations Act No. 69 of 1984
- Companies Act No. 71 of 2008
- Income Tax Act No. 95 of 1967
- Promotion of Access to Information Act 2 of 2000

#### 3. RECORDS HELD BY THE COMPANY IN TERMS OF SECTION 51(1)(e) OF THE ACT:

Information relating to the management and daily business of EDM shall be made available to the requestor subject to the provisions of the Act.

A request for access to records held by EDM must be made by completing the prescribed form and by delivering, posting or transmitting it to the address referred to in item 1. above. Please note that the prescribed access fee and request fee may be charged. Copies of the request form as well as details of this fee can be obtained from the website of the SAHRC or that of the Department of Constitutional Development.

- Documents of incorporation
- Records relating to the appointment of directors/auditor/secretary/public officer and other officers
- Share Register and other statutory registers
- Annual Financial Statements
- Tax Returns
- Accounting Records
- Invoices
- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- VAT
- Skills Development Levies
- Salary Records

**4. AVAILABILITY OF MANUAL IN TERMS OF SECTION 51(3) OF THE ACT:**

The manual is available at our offices and copies are available from the SAHRC.