

**ESMART RECRUITMENT CC (2008/123660/23)**

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT (2/2000) (the "ACT")**

**Compiled on 30 November 2015**

**INTRODUCTION**

ESMART RECRUITMENT CC commenced trading in 2008 and operates a recruitment agency.

**INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT**

**Designated information officer:** Sinisa Tucakovic

**Postal Address of head of ESMART RECRUITMENT CC:** P O Box 80, RiverClub, 2149

**Street Address of head of ESMART RECRUITMENT CC:** Unit 1 Ground Floor, Rivonia Close, 320 Rivonia Boulevard, Rivonia (Edenburg), 2128

**Tel. No of head of ESMART RECRUITMENT CC:** (011) 011 234 0388

**Fax. No of head of ESMART RECRUITMENT CC:** (011) 011 234 7682

**E- Mail address of head of ESMART RECRUITMENT CC:** sinisa@esmartgroup.co.za

**DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)**

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.

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.

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

**APPLICABLE LEGISLATION (Section 51 (1) (c))**

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998