



KAYA

Registration Number of Company:

2007/007928/07

Kaya Consulting (PTY) LTD

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

DATE OF COMPILATION: 2020-12-17

DATE OF REVISION: 2021-01-08

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1 Introduction

Kaya Consulting is a consultancy with a core team comprising of organisational psychologists, ensuring they have a depth of capability rooted in the science of organisational psychology. They have a superb understanding of human nature in the workplace. This is critical, given the workplace environment is so complex and ever-transforming. They have extensive experience working with individuals and systems in enabling leadership capability, a culture of wellbeing and high performing teams.

2 Company Contact Details (Section 51 (1) (a))

Persons designated/duly authorised persons:

Global Managing Partner:	Lianne Sipsma
South Africa Managing Partner:	Heidi van Schalkwyk
Postal Address:	32 Kannaland, Vergelegen Street, Equiestria, Pretoria, 0184
Street Address:	210 Amarand Ave, Pegasus Building Menlyn Maine, Pretoria, 0161
Telephone Number:	012-443 6468
Email:	info@thekayagroup.com

3 The Act (Section 51(1) (b))

- 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

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4 Applicable Legislation (Section 51 (1) (c))

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
8	No 75 of 1997	Basic Conditions of Employment Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act

5 Schedule of Records (Section 51 (1) (d))

Information and services available to the general public on our web site.

6 Form of Request (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2 Address your request to the Head of the Company (CEO).
- 6.3 Provide sufficient details to enable the COMPANY to identify:
 - a) The record(s) requested;
 - b) The requester (and if an agent is lodging the request, proof of capacity);
 - c) The form of access required;
 - d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7 Prescribed Fees (Section 51 (1) (f))

The following applies to requests (other than personal requests):

- 7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed.
- 7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.