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Registration Number of Company: 2015/320613/07

**EDGEXEC (PTY) LTD**  
[ A wholly owned subsidiary of  
EDGE EXECUTIVE SEARCH PTY LTD]

**MANUAL**  
**in terms of**  
**Section 51 of**  
**The Promotion of Access to Information Act**  
**2/2000**  
**(the "ACT")**

As per GOVERNMENT GAZETTE, 27 August 2021

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. R. 757 27 August 2021

Director: Janice C Wagner  
DATE OF COMPILATION: 25 June 2020  
DATE OF REVISION: 1 October 2021

A handwritten signature in black ink, appearing to read "Janice C Wagner".



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## **1. INTRODUCTION**

**EDGEEXEC (PTY) LTD [ A wholly owned subsidiary of EDGE EXECUTIVE SEARCH PTY LTD]**

Edge provides professional and efficient permanent and short-term staff recruitment solutions across Africa and beyond. Our services include:

- Executive Search
- Headhunting
- Talent Mapping
- Permanent Recruitment
- and Flexible Staffing Solutions (temporary, contract or fixed term)

Edge started as a female owned business in 2011 and 10 years later has grown to a Group of companies.

Executive Search – this is our focus.

## **2. COMPANY CONTACT DETAILS**

Directors: Miss. Janice Clare Wagner

Postal Address: 463 Rugby Avenue, Ferndale Randburg 2194

Street Address:

Unit 28 Ground Floor Waterford Office Park Waterford Road Maroeladal Fourways 2155

Telephone Number: +27 11 4476518

Fax Number: 0862 717 7504

Email: [janice@edgexec.co.za](mailto:janice@edgexec.co.za)

Director: Janice C Wagner

DATE OF COMPILATION: 25 June 2020

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### **3. 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](http://www.sahrc.org.za)

### **4. APPLICABLE LEGISLATION**

<b><u>No</u></b>	<b><u>Ref</u></b>	<b><u>Act</u></b>
1	No 61 of 1973	Companies Act
2	No 55 of 1998	Employment Equity Act
3	No 95 of 1967	Income Tax Act
4	No 66 of 1995	Labour Relations Act
5	No 89 of 1991	Value Added Tax Act
6	No 75 of 1997	Basic Conditions of Employment Act
7	No 69 of 1984	Close Corporations Act (Edge Executive Search CC only)
8	No 25 of 2002	Electronic Communications and Transactions Act
9	No 2 of 2000	Promotion of Access of Information Act
10	No 30 of 1996	Unemployment Insurance Act



## 5. Schedule of Records

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"><li>• Public Product Information</li><li>• Public Corporate Records</li><li>• Media Releases</li></ul>	Freely available on our web site <a href="http://www.edgexec.co.za">www.edgexec.co.za</a>
Financial	<ul style="list-style-type: none"><li>• Financial Statements</li><li>• Financial and Tax Records (Company &amp; Employees)</li></ul>	Request in terms of PAIA. Request in terms of PAIA.
Marketing	<ul style="list-style-type: none"><li>• Market Information</li><li>• Public Customer Information:<ul style="list-style-type: none"><li>◦ Product Brochures</li></ul></li><li>• Customer Database</li><li>• Candidate Database</li></ul>	Request in terms of PAIA Limited Information available on Website. (see above) Request in terms of PAIA Request in terms of PAIA

## 6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

**6.1** Use the prescribed form, available

**6.2** Address your request to the Head of the Company (Director).

**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**

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

The fee for the copy of the guide as contemplated in regulations 2(3)(b) and 3(4)(c) is R5.00 for every photocopy of an A4-size page or part thereof.

- The fee for a copy of the manual as contemplated in regulation 5(c) is R5.00 for every photocopy of an A4-size page or part thereof.

- The fees for reproduction referred to in regulation 7(1) are as follows:

1. For every photocopy of an A4-size page or part thereof R5.00

2. For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R5.00

### **3. For a copy in a computer-readable form on:**

- 3.1. Stiffy disc R50.00

- 3.2. Compact disc R80.00

- 3.3 If provided by requester R40.00

### **4. For a transcription of visual images:**

- 4.1. For an A4-size page or part thereof R22.00

- 4.2. For a copy of visual images R100.00

### **5. For a transcription of an audio record:**

- 5.1. For an A4-size page or part thereof: R50.00

- 5.2. For a copy of an audio record R50.00

or machine-readable form R5.00

6. To search for and prepare the record for disclosure, for each hour or part of an hour reasonably required for such search and preparation R50.00



- 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);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid.

**Janice C Wagner**  
**DIRECTOR**

**1 October 2021**



**ANNEXURE**

**FORM 1  
OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF  
SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.  
4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017  
[Regulation 2(1)]**

*Note:*

1. *Affidavits or other documentary evidence in support of the objection must be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*

Reference Number....

<b>A</b>	<b>DETAILS OF DATA SUBJECT</b>
Name and surname of data subject:	
Residential, postal or business address:	





	Code ( )
Contact number(s):	
Fax number:	
E-mail address:	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name and surname of responsible party (if the responsible party is a natural person):	
Residential, postal or business address:	
	Code ( )
Contact number(s):	
Fax number:	
E-mail address:	
Name of public or private body (if the responsible party is not a natural person):	
Business address:	
	Code ( )
Contact number(s):	
Fax number:	
E-mail address:	
<b>C</b>	<b>REASONS FOR OBJECTION (Please provide detailed reasons for the objection)</b>

Signed at ..... this ..... day of ..... 20.....

.....  
Signature of data subject (applicant)