

NoMe Consulting (Pty) Ltd

(Registration Number: 2013/003014/07)

Manual in terms of section 51 of the Promotion of
Access to Information Act, 2 of 2000

Date of Compilation: 16/11/2015

Date of Revision: 09/12/2015



Contents Page

PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

Section 51 Manual of NoMe Consulting (Pty) Ltd
(Registration number: 2013/003014/07)

1. Contact particulars
2. Introduction
3. Guide in terms of section 10 of The Act
4. Facilitation of a request for access to information
5. Information available in terms of other applicable legislation
6. Information automatically available
7. Information available in terms of the act
8. General
9. Requesting Procedures
10. Availability of the manual

PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF NOME CONSULTING (PTY) LTD (REGISTRATION NUMBER: 2013/003014/07)

1. CONTACT PARTICULARS

Head of business:	KC Andreae	Information officer:	J Van Vuuren
Postal Address:	PO Box 1679 Brooklyn Square Pretoria 0075	Physical Address:	Suite 201 191 Bekker Road Midrand 1685
Telephone Number:	0836821498		
E-mail Address:	jean@nome.co.za		
Website:	www.nome.co.za		

2. INTRODUCTION

Nome Consulting (Pty) Ltd (NMC) is an innovative company that seeks to offer our clients assessments that are affordable, transparent, and relevant. All assessment tools that are used are registered with the Health Professions Council of South Africa (HPCSA), whilst being standardised for South African conditions.

3. GUIDE IN TERMS OF SECTION 10 OF 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 section 53 and 54 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:	<u>www.sahrc.org.za</u>

4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from **NoMe Consulting (Pty) Ltd**, www.nome.co.za.

5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008
- Competition Act 89 of 1998
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Consumer Affairs (Unfair Business Practices) Act 71 of 1988
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Employment Tax Incentive Act 26 of 2013
- Health Professions Act 56 of 1974
- Income Tax Act 58 of 1962
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information Act 2 of 2000
- South African Revenue Services Act 34 of 1997
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Employer Equity Amended Act 47 of 2013
- Ethics Rules of Conduct

6. INFORMATION AUTOMATICALLY AVAILABLE

- www.nome.co.za

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

Statutory Business Records

- Certificate of Incorporation
- Certificate to Commence Business
- Index of Members
- Memorandum of Incorporation
- Register of Directors and Officers
- Register of Directors Shareholding
- Founding Statements and Amendments
- Resolutions Passed at Meetings

Accounting Records

- Annual financial statements and working papers
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Deposit slips
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- Budgets and business plans
- Insurance records
- Inventory records

Information Technology

- Client database
- Hardware
- Internet
- Licenses
- Systems support, programming and development
- Operating systems
- Software packages
- Telephone lines, leased lines and data lines

Insurance

- Insurance policies

Legal, Agreements and Contracts

- Agreements with customers
- Contracts, including lease agreements and finance agreements

Personnel Records

- Employee information records
- UIF, PAYE and SDL returns

Other Records

- Indemnity Insurance Policies
- Assessment Policies

8. GENERAL

N/A

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of NoMe Consulting (Pty) Ltd, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.

10. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of NoMe Consulting (Pty) Ltd, from the South African Human Rights Commission and at: www.nome.co.za.



09/12/2015