



7 April 2020

DS ASSOCIATES RECRUITMENT CONSULTING cc

SECTION 51 MANUAL

PROMOTION OF ACCESS TO INFORMATION ACT

CONTENTS

- A. Introduction
- B. Particulars in terms of Section 51 of the Promotion of Access to Information Act
 - 1. Contact details
 - 2. The Section 10 Guide on how to use the Act
 - 3. Records available in terms of other legislation
 - 4. Access to the records held by DS Associates Recruitment Consulting cc
 - i. Information readily available, if applicable
 - ii. Records that may be requested
 - iii. The request procedures
 - 5. Other information as may be prescribed
 - 6. Availability of the manual.

Document prepared by: Director, Western Cape
DS Associates Recruitment Consulting cc
Location: Cape Town
Date: 7 April 2020



DS ASSOCIATES RECRUITMENT CONSULTING cc

SECTION 51 MANUAL

A INTRODUCTION

MAIN BUSINESS

DS Associates (DSA) was established in March 2002 to specialise in Executive Search and Recruitment in the Information Technology, Telecoms & related Services markets.

DSA is a focused company and is recognised as a professional and reliable business partner. The company forms working partnerships with its clients to understand their goals and objectives, to obtain a feel for their culture, to win their trust and to determine where DSA can assist with their Search, Recruitment and Contract Management needs.

Members of the Executive Search Division have been involved in the IT & Telecoms industries for many years and have held senior positions in well known and listed corporate IT companies.

DSA has offices in the Western Cape, Eastern Cape and Gauteng and if appropriate, works with external partners to complete specific client projects. DSA has professional working partnerships both nationally and internationally.

TARGET MARKETS

Executive Search and Recruitment

DSA's key market focus is on searching for, and placing professionals in the IT and Telecoms market sectors. However, due to the Company's diverse business experience, projects are managed in most business verticals including Finance, Retail, Mining, HR and Marketing.

Positions successfully filled by DSA's consultants include General and Regional Managers, Financial Managers, Sales Managers, Business Development Managers, Marketing Managers, Strategic Account Managers, Account Managers, Sales Executives, Project Managers, IT Architects, Network Managers and many technical positions, including network administrators, developers, quality assurance testers, amongst others.

Clearly DSA is well equipped to satisfy all of your specialised recruitment needs.

Contract Management Services

DSA is able to provide senior Contract Management Services for organisations that require expertise on a short to medium term basis to fill critical gaps whilst permanent solutions are being planned or processed. Examples of services offered include setting up specific projects, filling in whilst key staff are temporarily re-assigned or injecting skills that are sometimes lacking by mentoring existing staff.

SERVICES

Executive Search and Recruitment

The majority of the Company's projects focus on Executive Search, where the client's needs are fulfilled by searching for, and presenting, candidates who meet the qualifications and expertise required.

A second service is managing the client's recruitment process on a full time basis. In this instance the client "outsources" its recruitment to DSA. An Account Manager is allocated to



Your Specialist Recruitment Partner

manage the entire process, from agreeing the need, to creating the Job Specification with the Business Unit Manager, and then managing the entire process through to final appointment. To ensure success, the DSA Account Manager spends an agreed period of time per month on site, ensuring that he/she remains focussed and is available when needed.

A third service is response handling, where DSA manages the process of qualifying candidates who have replied to vacancy advertisements in newspapers, magazines, etc. The replies are scrutinised and a provisional short list is drawn up of those who best meet the requirements of the position. DSA will later interview these candidates and provide a final short list to present to the Business Unit Manager.

Contract Management

Contract Management solutions are offered in the areas of sales, service delivery, finance, sales, HR and marketing.

- All requests are handled in strict confidence
- We agree the exact requirements and expectations with you up front in terms of objectives, deliverables and time scales.
- We implement active performance monitoring and reviews.

The services we offer include:

- Strategy and process development and implementation
- Sales force management
- General management
- Finance management
- HR management
- Due diligence
- Coaching & mentoring
- Marketing branding & communication
- Talent management
- Reward & resourcing



DS ASSOCIATES RECRUITMENT CONSULTING cc (referred to as DS Associates)

B PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. CONTACT DETAILS:

1.1 Western Cape

Postal address of Director Western Cape of DS Associates
Mr Denis Andrew Copeland Steyn
9 Vineyard Road,
Pakelmy Estate
Cape Town
7945

Street address of Director Western Cape of DS Associates
9 Vineyard Road,
Pakelmy Estate
Cape Town
7945

Telephone numbers of Director Western Cape of DS Associates
021 – 715 2136 Home
021 – 715 8156 Office
083 228 1499 Mobile

E – Mail address of Director Western Cape of DS Associates
denis@dsassociates.co.za

1.2 Gauteng

Postal address of Director Gauteng of DS Associates
Mr John van den Munckhof
P O Box 3721
Cramerview
2060

Street address of Director Gauteng of DS Associates
Section 11
Lone Close
Sandton
2062



Your Specialist Recruitment Partner

Telephone numbers of Director Gauteng of DS Associates

011 – 463 1264 Home
011 – 463 8945 Office
082 906 4333 Mobile

E – Mail address of Director Gauteng of DS Associates

John@dsassociates.co.za

2. The Section 10 Guide on how to use the Act

- Information on where the Guide will be available for inspection is noted.
- Information on where to direct queries is noted, including the postal address, telephone, website and e-mail address.

3. Records available in terms of other registration

- PAYE Reference Number 7500761327
- Skills Development Levy (SDL) Reference Number L500761327
- Unemployment Insurance Fund (UIF) Reference Number U500761327
- VAT Reference Number 4660230857

4. Access to the records held by DS Associates

a. Information readily available, if applicable

DS Associates Agent Agreement
DS Associates Agent Proposal
DS Associates Company Profile
DS Associates Competency Assessment
DS Associates Compliment Slip
DS Associates Employment Equity Policy
DS Associates Indemnity Form
DS Associates Invoice Template
DS Associates Letterhead
DS Associates Letter of Commitment
DS Associates Payslip Template
DS Associates Reference Template
DS Associates Restraint of Trade Agreement
DS Associates Statement Template
DS Associates Terms of Business

b. Records that may be requested

Bookkeeping, including Bank Statements, PAYE, SDL, UIF and VAT returns,
Telephone Accounts, Customer and Supplier Invoices.

c. The request procedure

Directors: Denis Steyn & John van den Munckhof
Gauteng: Office (011) 463 8945; Mobile 082 906 4333
Western Cape: Office (021) 715 8156; Mobile 083 228 1499



Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of DS Associates in the region that they themselves reside in. This request must be made to the address or electronic mail address of DS Associates in the region that they reside in.
- The requester must provide sufficient detail on the request form to enable the head of DS Associates to identify the record and the requester. The requester should indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of DS Associates.
- The requester will be required to sign a non-disclosure form. When this form has been signed, and the head of DS Associates is happy with it, then the requester must use the prescribed form to make the request for access to a record, and forward it to the head of DS Associates at the above e-mail address. The e-mail must contain the reference number allocated to it via the non-disclosure form.

Fees:

- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:
- The head of DS Associates must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to DS Associates is R500,00. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head of DS Associates has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.



Your Specialist Recruitment Partner

5. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual

The manual is available for inspection during office hours at the offices of DS Associates in Cape Town and Gauteng free of charge. Copies are available from the SAHRC.

Document prepared by:	Director Western Cape, DS Associates Recruitment Consulting cc
Location:	Cape Town
Date:	7 April 2020