



Filotimo Resourcing (Pty) Ltd  
Glen Eagles Building – Fairways Office Park  
52 Grosvenor Road  
Bryanston  
Gauteng  
Johannesburg

Tel: 011 447 6518  
email: [debbie@filotimo.za.com](mailto:debbie@filotimo.za.com)

**Registration Number of Company:  
2018 / 626242 / 07**

**NAME OF COMPANY: FILOTIMO RESOURCING (PTY) LTD**

**MANUAL**

**in terms of**

**Section 51 of**

**The Promotion of Access to Information Act**

**2/2000**

**(the "ACT")**

Compiled: 1 February 2020  
Updated: 1 February 2021

Directors: Deborah Colhoun, Janice Wagner  
Registration Number: 2018 / 626242 / 07

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- 2. Contact Details (Section 51 (1) (a))**
  
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## **1. INTRODUCTION**

**Filotimo Resourcing** is a recruitment firm focused on sourcing the most relevant, dynamic and experienced individuals for the development aid, non-governmental and non-profit sectors.

## **2. COMPANY CONTACT DETAILS**

Directors: Deborah Colhoun  
Janice Wagner

Postal Address: 463 Rugby Avenue, Randburg 2194

Street Address: Glen Eagles Building, 52 Grosvenor Road, Bryanston, Gauteng 2191

Telephone Number: 011 447 6518

Fax Number: 0862 717 7504

Email: [info@filotimo.za.com](mailto:info@filotimo.za.com)

## **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>No</b>	<b>Ref</b>	<b>Act</b>
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
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 25 of 2002	Electronic Communications and Transactions Act
10	No 2 of 2000	Promotion of Access of Information Act
11	No 30 of 1996	Unemployment Insurance Act

#### 5. Schedule of Records

<b><u>Records</u></b>	<b><u>Subject</u></b>	<b><u>Availability</u></b>
Public Affairs	<ul style="list-style-type: none"><li>• Public Services Information</li><li>• Public Corporate Records</li><li>• Media Releases</li></ul>	Freely available on web site <a href="http://www.filotimo.za.com">www.filotimo.za.com</a>
Financial	<ul style="list-style-type: none"><li>• Financial Statements</li><li>• Financial and Tax Records (Company &amp; Employees)</li><li>• Asset Register</li><li>• Management Accounts</li></ul>	Proprietary (Pty Ltd) - Request in terms of PAIA. Not available.
Marketing	<ul style="list-style-type: none"><li>• Market Study Information</li><li>• Customer Database</li><li>• Candidate Database</li></ul>	Request in terms of PAIA 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 on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).

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):

- 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](http://www.sahrc.org.za).



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Signed: D Colhoun



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Signed: Janice Wagner

