

Registration Number of Company:

2017/255371/07

NAME OF COMPANY: CONFLICT DYNAMICS (PTY) LIMITED

MANUAL


in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

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## 1. INTRODUCTION

CONFLICT DYNAMICS (Pty) Limited is a company that conducts training courses and workshops to equip individuals and organizations with the skills and knowledge to manage conflict and resolve disputes most effectively. The training includes conflict management training, negotiation skills training, disciplinary enquiry training, disciplinary hearing training, mediator training, mediation training, arbitrator training, arbitration training and labour law training. We also provide qualified mediators to chair mediations.

## 2. COMPANY CONTACT DETAILS

Directors: Mrs. Felicity Jane Steadman (Managing)

Mrs. Marion Shaer

Mr. John William Daniel Brand

Information Manager: Mrs. Marion Shaer

Postal Address: P.O. Box 782802, Sandton, 2146

Street Address: Bowmans Building, 11 Alice Lane, Sandton, Gauteng

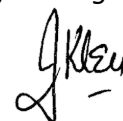
Telephone Number: 011 669 9578

Fax Number: 086 668 3532

Email: [info@conflictdynamics.co.za](mailto:info@conflictdynamics.co.za)

DATE OF COMPILATION: 25/07/2015  
DATE OF REVISION: 18/09/2019

OBO the head of the organization  
Duly authorized



### 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

<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
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

All records are held at the physical address of the company.

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
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.
Statutory	<ul style="list-style-type: none"><li>• Company registration documents</li><li>• VAT registration document</li><li>• Income tax registration document</li><li>• Tax clearance certificates</li><li>• BEE affidavit</li></ul>	All statutory documents: Request in terms of PAIA
Marketing	<ul style="list-style-type: none"><li>• Market Information</li><li>• Training courses</li><li>• Client registry</li><li>• Public course dates</li></ul>	Information available on web site.
Other	<ul style="list-style-type: none"><li>• Client database</li><li>• Bank records</li><li>• Correspondence</li><li>• Employee contracts</li></ul>	All other items: 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 Managing 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.

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Duly authorized



## 7. OTHER 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.

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