

# **MCR MANUAL**

## **MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, No. 2 of 2000 (“the ACT”)**

For

**‘MEDICAL CORPORATE RECRUITING’**

**[MCR recruit medical and management staff]**

### **A. CONTACT DETAILS OF THE COMPANY AND THE INFORMATION OFFICER**

**Information Officer:** Delius van der Merwe

**DOL Registration Number:** 95/09256/07

**APSO Membership Number:** 0949

**Registered Address:** 526 Rutgers str, Moreleta Park, 0044

**Postal address:** Po Box 39400, Moreleta Park, 0044

**Telephone number:** 0861 400 004

**Facsimile number:** 086 653 4235

**E-mail:** delius@mcr.co.za

**General email address:** info@mcr.co.za

**Website:** www.mcr.co.za

### **B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC)**

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. The Human Rights Commission may be contacted at:

**Postal Address:** Private Bag 2700 Houghton 2041,

**Telephone number:** + 27 11 877 3600

**Facsimile number:** + 27 11 877 3750

**Website:** <http://www.sahrc.org.za>

**C. RECORDS AVAILABLE IN TERMS OF APPLICABLE LEGISLATION:**

The following records of the COMPANY are available on demand:

1. APSO certificate
2. Tax Clearance
3. BEE certificate

**D. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

n/a

**E. DESCRIPTION OF RECORDS HELD BY THE COMPANY:**

1. Job specs
2. CV's
3. Interview Notes
4. Contracts
5. Employee Records

**F. REQUEST PROCEDURE**

- The request must be made to the person specified in A above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form (Form C) in terms of the Act and the Regulations thereto.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect 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 a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

- The Information Officer 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 Information Officer will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

#### **G. AVAILABILITY OF THE MANUAL**

The COMPANY'S manual is available for inspection free of charge at the registered address of the COMPANY (see A above). In addition, a copy is available from the SAHRC (see contact details in B above) and on the COMPANY'S website.