



PAIA MANUAL

In terms of The Promotion of Access to Information Act 2 of 2000

(Herein referred the as "the Act")

In Re:

BUI MEDICAL AND TECHNOLOGY SUPPLIERS (PTY) LTD

Registration Number: 1998/021857/07

(Herein referred to as "the Company")

Legal Division

Revision 3

Effective Date: 1 September 2018

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Revision History

VERSION NUMBER	REVISION DATE	EFFECTIVE DATE	COMPILED BY	APPROVED BY HEAD OF GROUP LEGAL	DESCRIPTION OF CHANGE
01	11/11/2015	01/12/2015	Firdows Ebrahim	Yuraisha Mari	First version
02	09/11/2016	01/12/2016	Reinardt Munnik	Yuraisha Mari	Company details, general wording and layout, Revision History table
03	31/08/2018	01/09/2018	Rob Catterall	Yuraisha Mari	Review / Update

Quality Records Table- Retention Table**Department:** Legal Department

IDENTIFICATION	STORAGE	PROTECTION	RETENTION TIME	VERSION IN PROCESS	DISPOSITION
PAIA Manual	Electronic	Back-up	N/A	LEGAL-POL-02	N/A

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1. INTRODUCTION

For over a decade, the Company has been the award winning leader in Identity and Security solutions, products and services for the IT industry. As a Microsoft Gold Partner in the Identity and Security Competency, the Company has a highly qualified team of consultants who specialise in auditing, consulting, migrating and development from any existing infrastructure to the best possible infrastructure around Microsoft Windows Server Systems. The Company is the first company to hold a Gold Competency for Identity and Security in Africa and have subsequently broadened our capabilities to include Virtualisation Private cloud as well as Unified Communications.

2. COMPANY CONTACT DETAILS: SECTION 51(1)(A)

Directors : Mr. Arnold Sharp

: Mr. Ryan Roseveare

: Mr. Vadival Pillay

: Mr. Willem Malan

Group CEO : Mr. Arnold Sharp

Postal Address : P.O Box 76014, Wendywood, 2144

Street Address : First Technology Building, 26 Augrabies Road,
Waterfall Office Park, Midrand, Gauteng, 1682.

Telephone Number : (+27)11 790 4564

Fax Number : N/A

E-mail : ArnoldS@firsttech.co.za; YuraishaM@firsttech.co.za;

RobC@firsttech.co.za.

3. **THE ACT: SECTION 51(1)(B)**

- 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 that the requester may have. 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 and be subject to the prescribed rates. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3 Requesters are referred to the PAIA Guide compiled by the South African Human Rights Commission. Section 10 of the PAIA Guide will contain information for the purpose of exercising Constitutional Rights. The PAIA Guide is available from the South African Human Rights Commission.
- 3.4 The contact details of the South African Human Rights Commission are as follows:

Postal Address : Private Bag 2700, Houghton, Johannesburg, 2041
Telephone Number : (+27)11 877 3600
Fax Number : (+27)11 403 0625
Website : www.sahrc.org.za

4. S52(2) NOTICE: Section 51(1)(C)

At date of signature of this manual no notices relevant to the Company have been published by the Minister of Justice and Constitutional Development under section 52(2) of the Act.

5. APPLICABLE LEGISLATION: SECTION 51(1)(D)

<u>NO.</u>	<u>ACT</u>	<u>REFERENCE</u>
1.	Basic Conditions of Employment Act	No. 75 of 1997
2.	Companies Act	No. 61 of 1973
3.	Compensation for Occupational Injuries and Diseases Act	No. 130 of 1993
4.	Copyright Act	No. 98 of 1978
5.	Electronic Communications and Transactions Act	No. 25 of 2002
6.	Employment Equity Act	No. 55 of 1998
7.	Income Tax Act	No. 95 of 1967
8.	Labour Relations Act	No. 66 of 1995
9.	National Environmental Management Act	No. 107 of 1998
10.	Promotion of Access of Information Act	No. 2 of 2000
11.	Protection of Personal Information Act	No. 4 of 2013
12.	Public Holidays Act	No. 36 of 1994
13.	Unemployment Insurance Act	No. 30 of 1996
14.	Value Added Tax Act	No. 89 of 1991

6. SCHEDULE OF RECORDS HELD BY THE COMPANY: SECTION 51(1)(E)

<u>RECORDS</u>	<u>SUBJECTS</u>	<u>AVAILABILITY</u>
Companies Act Records	<ol style="list-style-type: none"> 1. Documents of Incorporation 2. Share Certificates 3. Company Registration Documents 	Request in terms of PAIA
Financial Records	<ol style="list-style-type: none"> 1. Financial Statements 2. Financial and Tax Records (Company and employees) 3. Accounting Records 4. Banking Records 5. Rental Agreements 6. Invoices 	Request in terms of PAIA
Income Tax Records	<ol style="list-style-type: none"> 1. PAYE Records 2. Documents issued to employees for Income Tax purpose 3. Records of payments made to SARS on behalf of employees 4. All other statutory documentation related to: <ol style="list-style-type: none"> a. VAT b. UIF c. Worksmen Compensation 	Request in terms of PAIA
Personal Documents and Records	<ol style="list-style-type: none"> 1. Employment Contracts 2. Employment Equity Plan 3. Medical Aid Records 4. Pension Fund Records 	Request in terms of PAIA

	<ol style="list-style-type: none">5. Disciplinary Records6. Salary Records7. Disciplinary code8. Leave Records9. Training Records10. Training Manuals	
Contractual Records	<ol style="list-style-type: none">1. Written Contracts2. Memorandum of Undertaking relating to the commercial trading activities of the Company	Request in terms of PAIA

7. PROCEDURE TO FOLLOW WHEN SUBMITTING A REQUEST FOR ACCESS: SECTION 51(1)(E)

- 7.1 The requester must complete Form C and submit this form together with request fee, to the Group CEO of the Company;
- 7.2 The form must be submitted to the Group CEO of the Company at the street address and via the electronic mail addresses, as outlined in clause 2 above;
- 7.3 The form must provide sufficient particulars to enable the Group CEO of the Company to identify the record(s) requested and to identify the requester;
- 7.4 The requester must:
 - 7.4.1 indicate which form of access is required;
 - 7.4.2 specify his/her postal address or fax number which must be in the Republic of South Africa;
 - 7.4.3 identify the right that the requester 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;
- 7.5 If, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, the requester must state that manner and the necessary particulars to be informed in such other manner;
- 7.6 If the requester is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Group CEO of the Company.

8. **PRESCRIBED FEES: SECTION 51(1)(F)**

8.1 The following applies to requests that are not personal requests (a personal request is a requester who seeks information about himself or herself or his/her next of kin. Personal requests are exempted from paying fees. In addition, if the information is about a deceased individual, then the requester will also be exempted from paying fees.

8.2 Every other request which is not a personal request is required to pay the prescribed fees set out in section 51(1)(f) of the Act (“the Fees”). The access fee of R50.00 must be paid before a request will be processed. The Fees must be paid to the Company by way of electronic funds transfer into the Company’s bank account, the details of which are as follows:

Bank	: First National Bank
Branch	: Corporate Account Services
Branch Code	: 225 005
Account Number	: 5973 0017 380
Account Type	: Current Account
Reference	: PAIA request & Requester’s surname

Please note that proof of payment must be submitted to the following email addresses: ArnoldS@firsttech.co.za; YuraishaM@firsttech.co.za; RobC@firsttech.co.za

8.3 If the preparation of the requested record(s) requires more than the prescribed hours (six hours), a deposit shall be paid equal to not more than one third of the Fees which would be payable if the request were granted (“the Deposit”).

8.4 A requester may lodge an application to court against the payment of the Fee and/or the Deposit.

8.5 Records may be withheld until the Fees and/or Deposit have been paid.

8.6 The Fees structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za.

9. REMEDIES AVAILABLE TO REQUESTERS IF THEIR REQUEST FOR INFORMATION HAS BEEN REFUSED

- 9.1 The Act provides for an internal appeal procedure in terms of sections 74 and 75 of the Act. The Minister, as defined in the Act, is the relevant authority to review any decision taken on appeal.
- 9.2 An aggrieved party still has an opportunity to approach the courts if dissatisfied with the decision of the relevant authority.