

## PAIA MANUAL

### 1. INTRODUCTION

- 1.1. This Manual has been prepared in accordance with Section 51 of the Promotion of Access to Information Act, 2000 (**Act, PAIA**) for Hunter Project Management and Advisory (Pty) Ltd (**Company**).
- 1.2. PAIA gives effect to the constitutional right of access to information held by another person and that is required for the exercise or protection of any rights.
- 1.3. For more information on the Company please visit [www.admininc.co.za](http://www.admininc.co.za).

### 2. PURPOSE OF THIS MANUAL

- 2.1. This manual is designed to facilitate any request for information a requester may have under the Act and that is required for the exercise or protection of any right. Such a request may however be subject to justifiable limitations.

### 3. INFORMATION REQUIRED IN TERMS OF SECTION 51(1)(a) OF THE ACT

Registered Name	Admin Inc.
Information Officer	Robynne Shields robynne@admininc.co.za

### 4. GUIDE OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC)

- 4.1. The SAHRC has published a guide containing information on how to access information held by Private Bodies which impact a person's rights.
- 4.2. The guide can be obtained from the SAHRC or from their website. Their contact details are as follows:

Physical address	Braampark Forum 3, 33 Hoofd Street, Braamfontein, Private Bag X 2700, Houghton, 2041
Telephone number	+27 11 484 8300
Fax number	+ 27 11 484 0582
Email address	<a href="mailto:paia@sahrc.org.za">paia@sahrc.org.za</a>
Website	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>

### 5. TYPES OF RECORDS HELD

- 5.1. Records held and made available in terms of legislation

Basic Conditions of Employment Act 75 of 1997	Occupational Health and Safety Act 85 of 1993
Broad-Based Black Economic Empowerment Act 53 of 2003	Promotion of Access to Information Act 2 of 2000
Companies Act 71 of 2008	Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
Compensation for Occupational Injuries and Diseases Act 130 of 1993	Protection of Personal Information Act 4 of 2013
Copyright Act 98 of 1978	Tax Administration Act 28 of 2011
Electronic Communications Act 36 of 2005	Tax Administration Laws Amendment Act 44 of 2014

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Electronic Communications and Transactions Act 25 of 2002	Trade Marks Act 194 of 1993
Financial Intelligence Centre Act 38 of 2001	Value Added Tax Act 89 of 1991
Income Tax Act 58 of 1962	Labour Relations Act 66 of 1995
Intellectual Property Laws Amendments Act 38 of 1997	Any other applicable legislation

### 5.2. Records that are freely available

The Minister may publish a Notice in the Government Gazette describing records which are freely available. As of the date of this Manual, no such Notice has been published that applies to the Company.

### 5.3. Other records held

The following other records are held:

#### 5.3.1 Personnel Records

"Personnel" refers to any person who works for or provides services to or on behalf of the Company and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Company. This includes, without limitation, directors (executive and non-executive), all permanent, temporary, and part-time staff, as well as prospective employees and contract workers.

- Personal records
- Records provided by a third party
- Conditions of employment and other personnel-related contractual records
- Internal evaluation records and other internal records
- Correspondence
- Training schedules and material

#### 5.3.2 Client Records

A "client" refers to any natural or juristic entity that receives services from the Company and includes all prospective clients.

- Records provided by a client
- Records provided by a third party
- Records generated by or within the Company relating to its clients and prospective clients including transactional records.

#### 5.3.3 Company Records

- Financial records
- Operational records
- Databases
- Information Technology
- Marketing records

#### 5.3.4 Internal Correspondence

Records including but not limited to the Company's affairs:

- Product records
- Statutory records
- Internal Policies and Procedures
- Records held by officials of the institution

#### 5.3.5 Other Party Records

- Personnel, website users, customer or private body records which are held by another party, as opposed to the records held by the Company itself.

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- Records held by the Company pertaining to other parties, including without limitation, financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about contractors/suppliers/vendors.
- The Company may possess records pertaining to other parties, including without limitation contractors, suppliers, subsidiary/holding/sister/affiliate companies, joint venture companies, and service providers. Alternatively, such other parties may possess records that can be said to belong to the Company.

### 5.3.6 Records automatically available

The following categories of records are automatically available for inspection, purchase or photocopying and do not need to be requested. These documents can be obtained from our information officer.

- Newsletters
- Booklets
- Pamphlets / Brochures
- Other literature intended for public viewing

## 6. **GROUNDINGS FOR REFUSAL**

In terms of the Act justifiable grounds exist for an entity to refuse or limit access to information. Grounds for refusal include, but are not only limited to these, are:

- Personal information relating to individuals
- Certain types of commercial information
- Information that is deemed confidential
- Information that is deemed privileged

## 7. **PROCEDURE TO REQUEST FOR ACCESS TO RECORDS**

- 7.1. The requester must complete the prescribed form in as much detail as possible and forwarded to [robynne@admininc.co.za](mailto:robynne@admininc.co.za).
- 7.2. The form can be accessed at [PAIA Form J752C](#) or can be requested from [robynne@admininc.co.za](mailto:robynne@admininc.co.za).
- 7.3. If the request is being made on behalf of another person, the requester must submit proof, to the satisfaction of the Information Officer, of the capacity in which they are making the request.
- 7.4. Once the form has been submitted, the Compliance Officer will advise the Requester if any fees will be payable. Fees payable can be accessed at [PAIA Fee Structure](#).
- 7.5. The Information Officer will advise if the request is approved, rejected or that a further 30 (thirty) day extension period is required to respond, within 30 (thirty) business days.
- 7.6. If the Company has searched for a record and believes that it either does not exist or cannot be found, the Company will notify the requester by way of an affidavit or affirmation that it is not possible to provide access to the requested record due to its inability to locate it.

## 8. **AVAILABILITY OF THIS MANUAL**

- 8.1. This manual is available for inspection, free of charge on request, on our website ([www.admininc.co.za](http://www.admininc.co.za)) and via email request to [robynne@admininc.co.za](mailto:robynne@admininc.co.za).