

Section 51 PAIA Manual for Private Company

1. Introduction and Legal Basis

This PAIA Manual is prepared in accordance with Section 51 of the Promotion of Access to Information Act, No. 2 of 2000 (PAIA), as amended. It outlines the procedures for requesting access to records held by the company and ensures compliance with the constitutional right to information.

2. Company Details

Company Name: Little Friends Kleuterskool & Remedierende Sentrum CC

Registration Number: 1988/005902/23

Physical Address: CNR Langenhoven and Gustav Preller
Vorna Valley
Gauteng
1686

Postal Address: PO BOX 10637
Vorna Valley
Gauteng
1686

Telephone Number: 083 766 8035

Email Address: w_botha@mweb.co.za

Director: George F Enslin – MTP (SA) BA (SA)
Senior Management: G Fick – GTP (SA), T Schutz – GTP (SA)
P Olivier - Professional Accountant (SA)
Registered practice with SAIT, SAIBA, FISA and SAIPA
Registration number: 2008/253659/23

3. Key Contact Details for Access of Information of Little Friends Kleuterskool & Remedierende Sentrum CC

3.1 Head of Little Friends Kleuterskool & Remedierende Sentrum CC

The head is: Lydia Jacoba Marthina Nel

Telephone number: 083 766 8035

Email: w_botha@mweb.co.za

3.2 Request Officer of Little Friends Kleuterskool & Remedierende Sentrum CC

The request liaison officer is: George Frederick Enslin on behalf of GFE Financial Services

Telephone number: 011 475 8660

Email: Tax@gfefinancial.co.za

4. Guide on How to Use PAIA

The PAIA Guide, compiled by the Information Regulator, provides detailed instructions on how to exercise the right to access information. It is available in all official languages and can be accessed at

www.inforegulator.org.za.

Disclaimer

This PAIA Manual has been prepared in accordance with the requirements of Section 51 of the Promotion of Access to Information Act, No. 2 of 2000 (PAIA), as amended. It is intended to provide guidance on the procedures for accessing records held by Little Friends Kleuterskool & Remedierende Sentrum CC.

Please note that not all provisions of PAIA and Section 51 may be applicable to the company, and the inclusion of certain categories or procedures in this manual does not imply their mandatory applicability. All information contained herein should be reviewed and considered in the context of the company's specific operations, legal obligations, and internal policies.

The company reserves the right to amend or update this manual as required by law or operational necessity.

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5. Records of Little Friends Kleuterskool & Remedierende Sentrum CC

Section 50 of the PAIA Act stipulates that:

A requester must be given access to any record of a private body if:

- That record is required for the exercise or protection of any right;
- That person complies with the procedural requirements in the act relating to a request for access to that record;
- Access to that record is not refused in terms of any ground for refusal contemplated in chapter 4 of the Act.

The accessibility of the documents may be subject to grounds for refusal as set out in part 4 (below of this section) of this manual.

Records are broadly classified and grouped according to the following subjects and categories:

5.1 Employee Records:

- Personal records provided by employees;
- Employee health information and records;
- Records provided by a third party relating to employees;
- Conditions of employment and other employees-related contractual and quasi-legal records;
- Internal evaluation records and other internal records;
- Correspondence relating to employees; and
- Training schedules and material.
- Employees refers to any person who works for or provides services to or on behalf of the company and that receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the company Initial and includes, without limitation, the Trustees, all permanent, temporary and part-time staff, as well as contract workers

5.2 Potential Customers, Customer and Client Related Records

Records provided by a customer to the company;

- Records provided by a member, dependent or customer to a third party acting for or on behalf of the company;
- Records provided by a third party;
- Records generated by or within the company relating to members/dependents or customers.
- The term customer or potential customer refers to any natural person or juristic entity that receives services and/or products from the company.

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5.3. Records relating to the company

These records include, but are not limited to, the records which pertain to the company's own affairs:

- a. Financial records;
- b. Operational records;
- c. Product records;
- d. Databases;
- e. Information technology;
- f. Marketing and communication records;
- g. Administrative records;
- h. Statutory records;
- i. Internal policies and procedures;
- j. Human resources records;
- k. Supervisory body-related records;
- l. Securities and equities;
- m. Records held by officials of the group;
- n. Business related permits

5.4. Latest notice on Section 52(2)(Private Bodies) / Section 15(Public Bodies)

At this stage a notice on the categories of records that are automatically available without a person having to request access in terms of PAIA has not been published.

5.4.1. Grounds for Refusal to Access Records

The company may refuse a request for information. The basis on which the company may refuse a request for information have been detailed below:

- a. Mandatory Protection of Privacy of Third Party who is Natural Person
- b. A request for access to a record may be refused if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual.
- c. A request for access to a record may be refused if the record contains
 - i. Trade secrets of a third party;
 - ii. Financial, commercial, scientific or technical information, other than trade secrets, of a third party, the disclosure of which would be likely to cause harm to the commercial or financial interests of that third party;
 - iii. Information supplied in confidence by a third party, the disclosure of which could reasonably be expected

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- iv. To put that third party at a disadvantage in contractual or other negotiations; or
- v. To prejudice that third party in commercial competition.
- d. Mandatory Protection of Certain Confidential Information of Third Party
- e. A request for access to a record may be refused if its disclosure would constitute an action for breach of a duty of confidence owed to a third party in terms of a legal agreement.
- f. Mandatory Protection of Safety of Individuals, and Protection of Property
- g. A request for access to a record may be refused If its disclosure could reasonably be expected to endanger the life or physical safety of an individual; or If its disclosure would be likely to prejudice or impair the security of:
 - i. A building, structure or system, including, but not limited to, a computer or communication system;
 - ii. A means of transport; or
 - iii. Any other property; or
 - iv. Methods, systems, plans or procedures for the protection of An individual in accordance with a witness protection scheme;
 - v. The safety of the public, or any part of the public; or
 - vi. The security of property.

5.5. Mandatory Protection of Records Privileged from Production in Legal Proceedings

A request for access to a record may be refused if the record is privileged from production in legal proceedings unless the person entitled to the privilege has waived the privilege.

5.6. Commercial Information of Private Body

A request for access to a record may be refused if the record

- a. Contains trade secrets of the private body;
- b. Contains financial, commercial, scientific or technical information, other than trade secrets, of the private body, the disclosure of which would be likely to cause harm to the commercial or financial interests of the body;

6. Description of Records Available Without Request

Certain records are voluntarily disclosed and available without a formal request, including:

- Documents of Incorporation
- PAIA Manual

7. Records Available in Terms of Other Legislation

Records held in terms of other legislation include:

- Companies Act
- Income Tax Act
- Basic Conditions of Employment Act
- Labour Relations Act
- Employment Equity Act

8. Request Procedure and Form C

Requests for access to records must be made using Form C and submitted to the Information Officer.

Form C is available on the Information Regulator's website and must be completed with sufficient detail to enable the company to identify the requested record.

9. Fees

A request fee of R100.00 is payable. Additional access fees may apply depending on the nature and volume of the records requested. Requesters seeking access to their personal information are exempt from the request fee.

10. Grounds for Refusal

Access to records may be refused on grounds including:

- Protection of personal information of third parties
- Commercial confidentiality
- Privileged documents
- Safety and security concerns



11. Remedies

If access is refused, the requester may lodge a complaint with the Information Regulator or apply to court for relief.

12. Availability of the Manual

This manual is available on the company's website and at its principal place of business.

13. Contact Details of the Information Officer

Name: Lydia Jacoba Marthina Nel

Designation: Director

Email: w_botha@mweb.co.za

Telephone: 083 766 8035

JHB: +2711 475 8660
CPT: +2721 830 5395
DBN: Coming Soon



JHB: Constantia Kloof
Office Estate | Kudu Ave
| Roodepoort
CPT: Business Centre |
Bridgeway Road | Century City
DBN: Ballito | Regus Office



JHB: PO Box 6077 | Weltevreden
Park | 1715
CPT: Postnet Suite 1027 |
Private Bag X2 | 7446

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ANNEXURE A - FORM C

PRESCRIBED FORM TO BE COMPLETED BY A REQUESTER

REQUEST FOR ACCESS TO RECORDS HELD BY THE COMPANY (IN TERMS OF SECTION 53(1) OF THE PROMOTION OF INFORMATION ACT, NO 2 OF 2000 [REGULATION 10])

A. Particulars of Company

B. Particulars of Person Requesting Access to the Record

- The particulars of the person who requests access to the records must be recorded below.
- furnish an address and/or fax number in the republic to which information must be sent.
- proof of the capacity in which the request is made, if applicable, must be attached

Full names and surname: _____

Identity number: _____

Postal address: _____

Telephone number: _____

Fax number: _____

E-mail address: _____

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C. Particulars of Person on Whose Behalf Request is Made: This section must be completed only if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

The capacity in which request is made, when made on behalf of another person:

D. Particulars of Record

a. Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.

b. If the provided space is inadequate, please continue on a separate folio and attach it to this form.

The requester must sign all the additional folios.

1. Description of the record or relevant part of the record:

2. Reference number, if applicable:

2.1. Any further particulars of the record:

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E. Fees

A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.

Reason for exemption of payment of the fee:

Signed at _____ on this _____ day of _____ 20____

Signature of requester/ Person on whose behalf request is made

Signature of Information Officer _____

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