

**MANUAL (AS REQUIRED IN TERMS OF SECTION 51 OF ACT NO 2 OF 2000,
(THE PROMOTION OF ACCESS TO INFORMATION ACT)
("the ACT")**

FOR

**PREMOTECH SECURITY SYSTEMS CC
("hereinafter Premotech Security Systems CC or the Company")**

Date: 1 August 2023

TABLE OF CONTENTS

1. Interpretation
2. Company Contact Details
3. The Act
4. Notice (if any)
5. Applicable Legislation
6. Schedule of records held
7. How to make a request for Access
8. Grounds for Refusal
9. How access will be provided
10. Prescribed Fees
11. Updating of Manual

1. Interpretation

Premotech Security Systems is a security installer of alarm systems, cameras, access control for residential and businesses.

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 paragraph 6 and 7 of the Act.

This manual sets out the procedure to be followed by a party that requires access “(requester”) when requesting access to information or documents from the Company as contemplated in the Act. The Company is required to make this manual available to a party who request such information so that they:

- know what types of information the Company holds; and
- are able to request access to such information.

The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act

“the Act” means the Promotion of Access to Information Act No 2 of 2000 (as amended) together with all relevant regulations published

“the/this manual”. means this manual together with all annexure as available from Ina Paarman’s Kitchen or from the SAHRC from time to time

“request liaison

officer” means the person duly authorised by the head of the Company to facilitate or assist the head of the Company with any request in terms of the Act.

“requester” means any person or entity requesting information or documentation from the Company as contemplated in terms of the Act

“record” means any recorded information, regardless of form or medium, which is in the possession or under the control of the Company, regardless of where created.

“SAHRC” means the South African Human Rights Commission

This document does not purport to be exhaustive of or comprehensively deal with every procedure provided in the Act. A requester is advised to familiarise themselves with the provisions of the Act before lodging any request with the Company.

Terms defined in the Act shall have the same meaning in this manual.

2. Company Contact Details

Founder, CEO, & Request Liaison Officer

Fernando Louw

Telephone : +27 82 445 5919

Email: fernando@premotech.co.za

Company Address: Plumstead, Cape Town, Western Cape, 7800, South Africa

Website: www.premotech.co.za

3 The Act

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.

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.

The SAHRC has compiled a guide as contemplated in section 10 of the Act, containing information to assist any person who wishes to exercise any right as contemplated in the Act. The Guide is available from the SAHRC. The contact details of the Commission are:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	+27 11 877 3600
Telefax:	+27 11 403 0625

Email: www.sahrc.org.za

4. Notice (if any)

At this juncture no notice has been published on the categories of records that are automatically available without a person having made a request in terms of PAIA

5. Applicable Legislation:

The primary applicable legislation is as follows:

- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Protection of Personal Information Act 4 of 2013
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999.
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act of 991
- Companies Act 71 of 2008
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Diseases Act 130 of 1993

Kindly note that the above list is not intended to be exhaustive.

6. Schedule of Records Held

These records are not automatically available without a request in terms of the Act. A request in terms of this section is subject to section 63(1) of the Act, which provides that the head of a company must refuse a request for access to a record of the company if the disclosure of the record would involve the unreasonable disclosure of personal information about a third party including a deceased individual.

Webpages

Information accessible to anyone with access to the internet includes but is not limited to the following information:

- Company profile and information
- Customer reviews
- Secured personal user information (including personal details, IP address, saved addresses, telephone numbers, invoices)

- Terms and policies (including terms and conditions of use, privacy policy)

Income Tax Records

- PAYE Tax records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS

Contracts

- Agreements with various third parties, if applicable
- Emails and correspondence of intent to work

Client/Customer Information

- Client/Customer Details
- Communication with clients/customers
- Invoice and payment records
- Marketing records

7. How to make a request for Access

To facilitate the processing of your request kindly:

- Use the prescribed form, available on the website of the SAHRC at www.sahrc.org.za
- Address your request to the head of the Company (CEO)
- Provide sufficient details to enable the Company to identify:
 - i. The records required
 - ii. The requester (and if an agent is lodging the request, proof of capacity)
 - iii. The postal address, email or fax number of the requested in the Republic
 - iv. If the requester wishes to be informed of the decision in any manner (in addition to written), the manner and particulars thereof
- 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.

8. Grounds for Refusal

The Company may refuse a requester's access to certain information in terms of the Act to protect:

- someone else's privacy
- another company's commercial information
- someone else's confidential information
- the safety of individuals and property
- records privileged from production in legal proceedings
- research information

The company will notify a requester in writing to inform them of whether their request has been approved or denied, within 30 calendar days after the Company has received a completed request for access form. To the extent that no requested record exists or we are unable to find such a record, then we will notify the requester by way of affidavit that it is not possible to give access to that particular record.

9. How access will be provided

The request liaison officer will evaluate and consider all requests to the Company in terms of the Act. If the request liaison officer approves a request for access then he will determine how to provide access to the requester, unless the requester has requested access in a specific manner. Kindly note that publication of this manual does not give rise to any rights to access information or records, except in terms of the Act

10. Prescribed Fees

The following applies to requests (other than personal requests)

- a requester is required to pay the prescribed fees before a request will be processed.
- 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)
- a requestor may lodge an application with a court against the tender/payment of the request fee and/ or deposit
- the fee structure is available on the website of the SAHRC at www.sahrc.org.za

11. Updating of Manual

This manual will be updated whenever the Company makes material changes to the current information or when legislation dictates such a change.