

Company Name:	Totiusdal Handelshuis
Company Reg Nr:	1988/003480/23
Date:	01.06.2021

PROTECTION OF ACCESS TO INFORMATION ACT (PAIA) OF 2000 MANUAL

COMPANY NAME

(hereafter referred to as Totiusdal Handelshuis)

Company Registration Number:	1988/003480/23
VAT Registration Number <i>(if applicable)</i> :	4930106077
Physical Address:	773 Codonia Avenue Waverley, Pretoria, 0186
Name of Information Officer:	Ilze Geldenhuys
Email Address of Information Officer:	ilze@handelshuis.co.za

(This manual was prepared in accordance with Section 51 of the Promotion of Access to Information Act, 2000 and to address requirements of the Protection of Personal Information Act, 2013)

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7.1. BACKGROUND TO THE PROMOTION OF ACCESS TO INFORMATION ACT

On 9 March 2001, the Promotion of Access to Information Act, No. 2 of 2000 (PAIA) came into operation, giving effect to the Section 32(2) Constitutional right of access to information. In terms of Section 51(1) of the Promotion of Access to Information Act (PAIA), all heads of private bodies are required to compile a manual that provides information regarding the subjects and categories of records held by such private bodies. This document serves as Totiusdal Handelshuis's information manual and provides reference to the records held by Totiusdal Handelshuis and the process to request access to such records.

Where a request is made in terms of the PAIA, Totiusdal Handelshuis is obliged to release the information, subject to applicable legislative requirements.

7.2. DEFINITIONS AND INTERPRETATION

Definitions	Interpretation
Conditions for lawful processing	Means the conditions for the lawful processing of Personal Information as fully set out in Chapter 3 of POPIA.
Company	Shall mean _____ as specified on the Title page of this document.
Constitution	Means The Constitution of the Republic of South Africa, 1996.
Customer	Refers to any natural or juristic person that received or receives services from Totiusdal Handelshuis.
Data Subject	Has the meaning ascribed thereto in Section 1 of POPIA
Employees	Refers to any person who works for or provides services to or on behalf of Totiusdal Handelshuis and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of Totiusdal Handelshuis.
Information Officer	Means the appointed Information Officer (as defined in Section 1 of PAIA) of Totiusdal Handelshuis
Manual	Means this manual prepared in accordance with Section 51 of PAIA and Regulation 4(1) (d) of the POPIA Regulations.
PAIA	Promotion of Access to Information Act 2 of 2000.
Personal Information	Has the meaning ascribed thereto in Section 1 of POPIA.
POPIA	Means the Protection of Personal Information Act 4 of 2013.
POPIA Regulations	Means the regulations promulgated in terms of Section 112(2) of POPIA.
Private Body	Has the meaning ascribed thereto in Sections 1 of both PAIA and POPIA

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Processing	Has the meaning ascribed thereto in Section 1 of POPIA.
Responsible Party	Has the meaning ascribed thereto in Section 1 of POPIA.
Record	Has the meaning ascribed thereto in Section 1 of PAIA and includes Personal Information
Requestor	Has the meaning ascribed thereto in Section 1 of PAIA.
Request for Access	Has the meaning ascribed thereto in Section 1 of PAIA.
SAHRC	Means the South African Human Rights Commission.

7.3. PAIA

PAIA commenced on the 9th of March 2001. The purpose of PAIA is to give effect to Section 32 of the Constitution, a fundamental right in the Bill of Rights, being the right of access to any information held by the state and any right held by any other person and that is required for the exercise of any rights.

Section 50 of PAIA states that where a request is made for Totiusdal Handelshuis to release a record, Totiusdal Handelshuis is obliged to release the record, except where PAIA expressly provides for the withholding of the record.

PAIA further sets out the required procedures to be followed by a requestor when making a Request for Access. Section 51 of PAIA further states that "all Private Bodies are required to compile an information manual" or PAIA Manual.

7.4. POPIA

The Purpose of POPIA is to give effect to Section 14 of The Constitution, "The Right to Privacy", by protecting Personal Information and regulating the free flow and processing of Personal Information.

POPIA sets minimum conditions which Totiusdal Handelshuis must comply with to ensure that all Personal Information is respected and protected.

7.5. PURPOSE OF THE PAIA MANUAL

The purpose of PAIA is to:

- Promote the right of access to information.
- Create a culture of transparency and accountability.
- Giving the right to information.
- Actively promote a society in which the people of South Africa have access to information.
- Enable the people of South Africa to exercise and protect their rights.

Section 9 of PAIA recognises that the right to access information cannot be unlimited:

- Limitations aimed at the reasonable protection of privacy.
- Commercial confidentiality.
- Effective, efficient, and good governance.

This PAIA Manual complies with the requirements of guidelines mentioned in Section 10 of PAIA. It recognises that the appointed Information Regulator will be responsible to regulate compliance with PAIA and POPIA.

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7.6. AVAILABILITY OF THE PAIA MANUAL

A copy of this PAIA Manual is available to the public for inspection on Totiusdal Handelshuis's website at or on request from the designated contact person referred to in this Manual.

This Manual is also available for inspection at Totiusdal Handelshuis's offices free of charge.

7.7. CONTACT DETAILS OF THE MANAGING DIRECTOR OF TOTIUSDAL HANDELSHUIS [SECTION 51(1)(A)]

Managing Director:	
Registered Address:	
Postal Address:	
Telephone Number:	
Email Address:	
Website (If applicable)	

7.8. THE INFORMATION OFFICER OF TOTIUSDAL HANDELSHUIS [SECTION 51(1)(B)]

PAIA prescribes the appointment of an Information Officer for Totiusdal Handelshuis. The Information Officer is responsible to assess request for access to information. The CEO of Totiusdal Handelshuis fulfils such a function in terms of PAIA Section 51.

The Information Officer appointed in terms of the PAIA also refers to the Information Officer as referred to in the POPIA of 2013. All request for information in terms of PAIA and POPIA must be addressed to the Information Officer.

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7.9. CONTACT DETAILS OF THE INFORMATION OFFICER OF TOTIUSDAL HANDELSHUIS

Information Officer:	
Registered Address:	
Telephone Number:	
Email Address:	

7.10. GUIDE OF SA HUMAN RIGHTS COMMISSION [SECTION 51(1) (B)]

PAIA grants a requester access to records of Totiusdal Handelshuis, 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 PAIA must be made in accordance with the prescribed procedures and at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of PAIA.

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information to assist a person wishing to exercise a constitutional right, in terms of PAIA. The Guide is available from the SAHRC as follows:

The South African Human Rights Commission: PAIA Unit

Physical Address: 29 Princess of Wales Terrace
corner York and St. Andrews Streets
Parktown

Postal address: Private Bag 2700
Houghton
2041

Telephone number: +27 (11) 877 3600

Fax number: +27 (11) 403 0625

E-mail: PAIA@sahrc.org.za

7.11. CATEGORIES OF RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF PAIA [SECTION 51(1) (E)]

Records held by Totiusdal Handelshuis.

“Employee” or “Personnel” refers to any person who works for, or provides services to, or on behalf of Totiusdal Handelshuis. This includes, directors, all permanent, temporary, and part-time staff, as well as contract workers.

This section serves as a reference to the categories of information that Totiusdal Handelshuis holds. The information is classified and grouped according to records relating to the following subjects and categories:

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Subject	Category
Companies Act Records	<input type="checkbox"/> All trust deeds. <input type="checkbox"/> Documents of Incorporation. <input type="checkbox"/> Index of names of Directors. <input type="checkbox"/> Memorandum of Incorporation. <input type="checkbox"/> Minutes of meetings of the Board of Directors. <input type="checkbox"/> Minutes of meetings of Shareholders. <input type="checkbox"/> Register of directors' shareholdings. <input type="checkbox"/> Share certificates. <input type="checkbox"/> Share Register and other statutory registers. <input type="checkbox"/> Records relating to the appointment of: <ul style="list-style-type: none"> <input type="checkbox"/> Auditors. <input type="checkbox"/> Directors. <input type="checkbox"/> Other
Financial Records	<input type="checkbox"/> Accounting Records. <input type="checkbox"/> Annual Financial Reports. <input type="checkbox"/> Annual Financial Statements. <input type="checkbox"/> Asset Registers. <input type="checkbox"/> Bank Statements. <input type="checkbox"/> Banking details and bank accounts. <input type="checkbox"/> Banking Records. <input type="checkbox"/> Debtors / Creditors statements and invoices. <input type="checkbox"/> General ledgers and subsidiary ledgers. <input type="checkbox"/> General reconciliation. <input type="checkbox"/> Invoices. <input type="checkbox"/> Paid Cheques. <input type="checkbox"/> Policies and procedures. <input type="checkbox"/> Rental Agreements. <input type="checkbox"/> Tax Returns.

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Income Tax Records	<input type="checkbox"/> PAYE Records. <input type="checkbox"/> Documents issued to employees for income tax purposes. <input type="checkbox"/> Records of payments made to SARS on behalf of employees. <input type="checkbox"/> All other statutory compliances: <ul style="list-style-type: none"> <input type="checkbox"/> VAT <input type="checkbox"/> Regional Services Levies <input type="checkbox"/> Skills Development Levies <input type="checkbox"/> UIF <input type="checkbox"/> Workmen's Compensation
Personnel Documents and Records	<input type="checkbox"/> Accident books and records. <input type="checkbox"/> Address Lists. <input type="checkbox"/> Disciplinary Code and Records. <input type="checkbox"/> Employee benefits arrangements rules and records. <input type="checkbox"/> Employment Contracts. <input type="checkbox"/> Employment Equity Plan. <input type="checkbox"/> Forms and Applications. <input type="checkbox"/> Grievance Procedures. <input type="checkbox"/> Leave Records. <input type="checkbox"/> Medical Aid Records. <input type="checkbox"/> Payroll reports/ Wage register. <input type="checkbox"/> Pension Fund Records. <input type="checkbox"/> Safety, Health and Environmental records. <input type="checkbox"/> Salary Records. <input type="checkbox"/> SETA records. <input type="checkbox"/> Standard letters and notices <input type="checkbox"/> Training Manuals. <input type="checkbox"/> Training Records. <input type="checkbox"/> Workplace and Union agreements and records.
Procurement Records	<input type="checkbox"/> Standard Terms and Conditions for supply of services and products. <input type="checkbox"/> Contractor, client, and supplier agreements. <input type="checkbox"/> Lists of suppliers, products, services, and distribution. <input type="checkbox"/> Policies and Procedures.
Sales Records	<input type="checkbox"/> Customer details.

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	<input type="checkbox"/> Credit application information. <input type="checkbox"/> Information and records provided by a third-party.
Marketing Records	<input type="checkbox"/> Advertising and promotional material <input type="checkbox"/> Proposal Documents <input type="checkbox"/> New Business Development <input type="checkbox"/> Brand Information Management <input type="checkbox"/> Marketing Strategies <input type="checkbox"/> Communication Strategies <input type="checkbox"/> Agreements <input type="checkbox"/> Client Relationship Programmes <input type="checkbox"/> Marketing Brochures
Risk Management and Audit	<input type="checkbox"/> Audit reports. <input type="checkbox"/> Risk management frameworks. <input type="checkbox"/> Risk management plans.
Safety, Health and Environment	<input type="checkbox"/> Complete Safety, Health and Environment Risk Assessment. <input type="checkbox"/> Environmental Managements Plans. <input type="checkbox"/> Inquiries, inspections, examinations by environmental authorities.
Information Technology	<input type="checkbox"/> Computer / mobile device usage policy documentation. <input type="checkbox"/> Disaster recovery plans. <input type="checkbox"/> Hardware asset registers. <input type="checkbox"/> Information security policies/standards/procedures. <input type="checkbox"/> Information technology systems and user manuals. <input type="checkbox"/> Information usage policy documentation. <input type="checkbox"/> Project implementation plans. <input type="checkbox"/> Software licensing. <input type="checkbox"/> System documentation and manuals.
Training	<input type="checkbox"/> Training Materials <input type="checkbox"/> Training Records and Statistics <input type="checkbox"/> Training Agreements

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Media	<input type="checkbox"/> External Publications <input type="checkbox"/> Internal Publications <input type="checkbox"/> Reference Works <input type="checkbox"/> Periodicals <input type="checkbox"/> Research Files (Articles)
Operations	<input type="checkbox"/> Access Control Records <input type="checkbox"/> Agreements <input type="checkbox"/> Archival Administration Documentation <input type="checkbox"/> Communication Strategies <input type="checkbox"/> Contracts <input type="checkbox"/> General Correspondence <input type="checkbox"/> Patents and Trademark Documents <input type="checkbox"/> Insurance Documentation <input type="checkbox"/> Service level agreements <input type="checkbox"/> Travel Documentation <input type="checkbox"/> Vehicle Registration Documents

Note that the accessibility of the records may be subject to the grounds of refusal set out in this PAIA manual.

Records deemed confidential on the part of a third-party, will necessitate permission from the third - party concerned, in addition to normal requirements, before Totiusdal Handelshuis will consider access.

7.12. RECORDS FREELY AVAILABLE TO THE PUBLIC

The categories of records that are available without a person having to request access in terms of the Act are:

- Certain marketing information, adverts, and brochures
- Certain product information
- External media releases
- Public company records

Other non-confidential records, such as statutory records maintained at CIPC, may also be accessed without the need to submit a formal application, however, please note that an appointment to view such records will still have to be made with the Information Officer.

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7.13. DESCRIPTION OF THE RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION [SECTION 51(1) (D)]

Where applicable to its operations, Totiusdal Handelshuis also retains records and documents in terms of the legislation below.

Unless disclosure is prohibited in terms of legislation or otherwise, records that are required to be made available in terms of these Acts shall be made available for inspection. A request to access must be done in accordance with the prescriptions of PAIA.

- Auditing Professions Act, No 26 of 2005.
- Basic Conditions of Employment Act, No 75 of 1997.
- Broad- Based Black Economic Empowerment Act, No 75 of 1997.
- Business Act, No 71 of 1991.
- Companies Act, No 71 of 2008.
- Compensation for Occupational Injuries & Diseases Act, 130 of 1993.
- Competition Act, No.71 of 2008.
- Constitution of the Republic of South Africa 2008.
- Copyright Act, No 98 of 1978.
- Customs & Excise Act, 91 of 1964.
- Electronic Communications Act, No 36 of 2005.
- Electronic Communications and Transactions Act, No 25 of 2002.
- Employment Equity Act, No 55 of 1998.
- Financial Intelligence Centre Act, No 38 of 2001.
- Identification Act, No. 68 of 1997.
- Income Tax Act, No 58 of 1962.
- Intellectual Property Laws Amendment Act, No 38 of 1997.
- Labour Relations Act, No 66 of 1995.
- Long Term Insurance Act, No 52 of 1998.
- Occupational Health & Safety Act, No 85 of 1993.
- Pension Funds Act, No 24 of 1956.
- Prescription Act, No 68 of 1969.
- Prevention of Organised Crime Act, No 121 of 1998.
- Promotion of Access to Information Act, No 2 of 2000.
- Protection of Personal Information Act, No. 4 of 2013.
- Regulation of Interception of Communications and Provision of Communication-Related Information Act 70 of 2002.
- Revenue laws Second Amendment Act. No 61 of 2008.
- Skills Development Levies Act No. 9 of 1999.
- Short-term Insurance Act No. 53 of 1998.
- Trust Property Control Act 57 of 1988.
- Unemployment Insurance Contributions Act 4 of 2002.
- Unemployment Insurance Act No. 30 of 1966.
- Value Added Tax Act 89 of 1991.

Although we have used our best endeavours to supply a list of applicable legislation, it is possible that this list may be incomplete.

It is further recorded that the accessibility of documents and records may be subject to the grounds of refusal set out in this PAIA Manual.

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7.14. REQUEST FOR ACCESS TO A RECORD [SECTION 51(1) (E)]

Please note that the successful completion and submission of an access request form does not automatically allow the requester access to the requested record. An application for access to a record is subject to certain limitations if the requested record falls within certain categories as specified in PAIA. If it is suspected that the requester has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against the requester.

Completion of the Access Request Form

To facilitate a timely response to requests for access, all requesters should take note of the following when completing the Access Request Form:

- An Access Request Form must be completed. This form must be in the prescribed format as defined in Form C of Annexure B as identified in Government Notice Number 187, Regulation 6. A copy of the request form is attached.
- Proof of identity is required to authenticate the identity of the requester. Therefore, in addition to the access form, requestors will be required to supply a copy of their identification document.
- Type or print in BLOCK LETTERS an answer to every question.
- If a question does not apply, state "N/A" in response to that question.
- If there is insufficient space on a printed form, additional information may be provided on an additional attached page.

Please note:

- In terms of the Act, the requester is required to provide sufficient detail on the request form to enable Totiusdal Handelshuis to identify the record and the requester. The requester should also indicate the format access is required in.
- The requester must identify the right that is sought to be exercised or to be protected 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 another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of Totiusdal Handelshuis.
- An application for access to information can be refused if the application does not comply with the procedural requirements of PAIA.
- The successful completion and submission of an access request form does not automatically allow the requestor access to the requested record.
- If the request is for access to a record that contains information about a third-party, Totiusdal Handelshuis is obliged to contact the third-party to inform them of the request and to give them an opportunity to respond. If the third party furnishes reasons for the support or denial of access, Totiusdal Handelshuis will consider these reasons in determining whether access may be granted.

Submission of the Access Request Form

- The completed Access Request Form together with a copy of the identity document must be submitted either via the mail or email and must be addressed to the contact person as indicated above.
- An initial request fee of R50.00 is payable on submission.
- This fee is not applicable to Personal Requesters, referring to any person seeking access to records that contain their personal information.

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Payment of Fees

- Payment details can be obtained from the contact person as indicated above and can be made by EFT (no credit card payments are accepted). Proof of payment must be supplied.
- The access fee must be paid prior to access being given to the requested record.
- If the request for access is successful an access fee may be required for the search, reproduction or preparation of the records and will be calculated based on the Prescribed Fees.
- If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned must repay the deposit to the requester.

Notification

- Totiusdal Handelshuis will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.
- The 30-day period within which Totiusdal Handelshuis must decide whether to grant or refuse the request, may be extended for a further period of not more than thirty days, if the request is for a large volume of information. Or the request requires a search for information held at another office of Totiusdal Handelshuis and the information cannot reasonably be obtained within the original 30-day period. Totiusdal Handelshuis will notify the requester in writing should an extension be sought.
- Totiusdal Handelshuis will notify the requester in writing should an extension be sought.

Grounds for Refusal of Access to Records

The main grounds for refusal of a request for information are:

- Mandatory protection of the privacy of a third-party who is a natural person, who would involve the unreasonable disclosure of personal information of that natural person.
- Mandatory protection of the commercial information of a third-party if the record contains:
 - Trade secrets of that party.
 - Financial, commercial, scientific, or technical information which disclosure could likely cause harm to the financial or commercial interests of that party.
 - Information disclosed in confidence by a third-party to Totiusdal Handelshuis if the disclosure could put that third party to a disadvantage in negotiations or commercial competition.
- Mandatory protection of confidential information of third-parties if it is protected in terms of any agreement.
- Mandatory protection of the safety of individuals and the protection of property.
- Mandatory protection of records which could be regarded as privileged in legal proceedings.
- The commercial activities of Totiusdal Handelshuis which may include:
 - Trade secrets of Totiusdal Handelshuis.
 - Financial, commercial, scientific, or technical information which disclosure could likely cause harm to the financial or commercial interests of Totiusdal Handelshuis.

Note that the requester may lodge an application with the court against Totiusdal Handelshuis's rejection of an application. For details on the procedure, please refer to Chapter 2 of Part 4 of the Act.

If the request of access is granted, the requester will be able to gain access to the requested records as soon as is reasonably possible but only after the access fees have been paid.

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Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.

If the request is granted then further fees are payable for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

Schedule of Fees

The fee for a copy of the manual as contemplated in Regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

The fees for reproduction referred to in Regulation 11(1) are as follows:

- | | | |
|-----|---|--------|
| (a) | For every photocopy of an A4-size page or part thereof | R1,10 |
| (b) | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine- readable form | R0,75 |
| (c) | For a copy in a computer-readable form on compact disc | R70,00 |
| (d) | (i) For a transcription of visual images, for an A4-size page or part thereof | R40,00 |
| | (ii) For a copy of visual images | R60,00 |
| (e) | (i) For a transcription of an audio record, for an A4-size page or part thereof | R20,00 |
| | (ii) For a copy of an audio record | R30,00 |

The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2) is R50,00.

The access fees payable by a requester referred to in Regulation 11(3) are as follows:

- | | | |
|--------|---|--------|
| (1)(a) | For every photocopy of an A4-size page or part thereof | R1,10 |
| (b) | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine- readable form | R0,75 |
| (c) | For a copy in a computer-readable form on compact disc | R70,00 |
| (d) | (i) For a transcription of visual images, for an A4-size | R40,00 |
| | (ii) For a copy of visual images | R60,00 |
| (e) | (i) For a transcription of an audio record, for an A4-size page or part thereof | R20,00 |
| | (ii) For a copy of an audio record | R30,00 |

To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.

The actual postage is payable when a copy of a record must be posted to a requester.

All fees are subject to change as allowed for in PAIA and consequently such escalations may not always be immediately available at the time of the request being made. Requesters shall be informed of any changes in the fees prior to making a payment.

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7.15. REMEDIES AVAILABLE WHEN TOTIUSDAL HANDELSHUIS REFUSES A REQUEST

Internal Remedies

Totiusdal Handelshuis does not have internal appeal procedures. The decision made by the Information Officer is final. Requesters will have to exercise such external remedies at their disposal if the request for information is refused, and the requestor is not satisfied with the answer supplied by the Information Officer.

External Remedies

A requestor that is dissatisfied with the Information Officer's refusal to disclose information, may within 30 days of notification of the decision, may apply to a Court for relief.

A third-party dissatisfied with the Information Officer's decision to grant a request for information, may within 30 days of notification of the decision, apply to a Court for relief.

For purposes of PAIA, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status and a Magistrate's Court.

7.16. UPDATING OF THE PAIA MANUAL

Totiusdal Handelshuis will update this PAIA Manual at such intervals as may be deemed necessary.

7.17. RIGHTS RESERVED BY TOTIUSDAL HANDELSHUIS

Totiusdal Handelshuis reserves the right to monitor, audit, screen, and preserve Company information as Totiusdal Handelshuis deems necessary, to maintain compliance with these Policies and all relevant provisions of PAIA. Any distribution, unauthorised use, or benefit from Company information by an employee or user, in contravention of these Policies may result in disciplinary action being taken by Totiusdal Handelshuis. The use of any system in such a way that breaches any of the provisions of these Policies, will be reported to the Information Officer at Totiusdal Handelshuis, which may lead to further disciplinary action being taken.

7.18. ENFORCEMENT AND POTENTIAL DISCIPLINARY ACTIONS

Any violation of these Policies may result in disciplinary action being taken against the employee or user in question. Such disciplinary action will be taken in accordance with Totiusdal Handelshuis's disciplinary code and may include the termination of employment for employees of Totiusdal Handelshuis, or cancellation of contractual relations in the case of other users, such as contractors or consultants.

7.19. POLICY AWARENESS AND UPDATE

Training and awareness:

The requirement for these Policies will be explained in detail in Totiusdal Handelshuis's induction program, in the case of employees of Totiusdal Handelshuis. Further training regarding these Policies will be offered from time to time by Totiusdal Handelshuis. Totiusdal Handelshuis will specifically make users who are not employees of Totiusdal Handelshuis aware of these Policies.


Dissemination:

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These Policies will be made available on Totiusdal Handelshuis’s website, intranet, or notice boards.
Review:

These Policies will be reviewed from time to time to ensure ongoing compliance with PAIA. Such revisions will take place at least annually.

7.20. INTERNAL DOCUMENT APPROVAL

Information Officer Name	Signature	Date
Ilze Geldenhuys		28.10.21

7.21. DOCUMENT VERSION CONTROL

Version	Date	Summary of Changes
1	28.10.21	No current changes

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7.22. PAIA FORMS



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REPUBLIC OF SOUTH AFRICA

FORM A
REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY
 (Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
 [Regulation 6]

FOR DEPARTMENTAL USE	
	Reference number:
Request received by (state rank, name and surname of information officer/deputy information officer) on (date) at (place).	
Request fee (if any): R	
Deposit (if any): R	
Access fee: R	
.....	
SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER	

A. Particulars of public body

The Information Officer/Deputy Information Officer

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FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

2. Reference number, if available:

3. Any further particulars of record:

E. Fees

- | |
|---|
| <p>(a) 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.</p> <p>(b) You will be notified of the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</p> <p>(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.</p> |
|---|

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
Mark the appropriate box with an X.	
NOTES:	
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.	
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.	
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*

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Date:	01.06.2021

FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		

4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
--	-----	----

Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record?

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at this day of year

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE

Company Name:	Totiusdal Handelshuis
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FORM B: NOTICE OF INTERNAL APPEAL

C. Particulars of requester

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname:

Identity number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

D. The decision against which the internal appeal is lodged

Mark the decision against which the internal appeal is lodged with an X in the appropriate box:

	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

E. Grounds for appeal

If the provided space is inadequate, please continue on a separate folio and attach it to this form. You must sign all the additional folios.

State the grounds on which the internal appeal is based:

.....

State any other information that may be relevant in considering the appeal:

.....

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FORM B: NOTICE OF INTERNAL APPEAL

F. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner:

Particulars of manner:

Signed at this day of year.....

.....
SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL:

Appeal received on (date) by

..... (state rank, name and surname of information officer/deputy information officer).

Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on (date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER CONFIRMED/NEW DECISION SUBSTITUTED

NEW DECISION:

DATE RELEVANT AUTHORITY

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE RELEVANT AUTHORITY ON (date):

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FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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 record or relevant part of the record:

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2. Reference number, if available:

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3. Any further particulars of record:

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E. Fees

- (a) 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.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

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.....

.....

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FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
Mark the appropriate box with an X.	
NOTES:	
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.	
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.	
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record	<input type="checkbox"/>	<input type="checkbox"/>
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)	<input type="checkbox"/>	<input type="checkbox"/>
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
--	-----	----

G. Particulars of right to be exercised or protected

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. Indicate which right is to be exercised or protected:

.....

.....

.....

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

.....

.....

.....

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FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at this day of year

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE

Company Name:	Totiusdal Handelshuis
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Date:	01.06.2021

J753



REPUBLIC OF SOUTH AFRICA

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
 (Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))
 [Regulation 5A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15(1)(b))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
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FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
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FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):	
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AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):	
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.....

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REPUBLIC OF SOUTH AFRICA

FORM E
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
 (Section 52 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))
 [Regulation 9A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 52(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 52(1)(b))
FOR INSPECTION IN TERMS OF SECTION 52(1)(a)(i):	
.....
FOR PURCHASING IN TERMS OF SECTION 52(1)(a)(ii):	
.....
FOR COPYING IN TERMS OF SECTION 52(1)(a)(iii):	
.....
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 52(1)(a)(iii):	
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