

SOUTH AFRICAN PRINT GROUP

REGISTRATION NUMBER: 2012/213150/07

**PAIA MANUAL (AS REQUIRED BY SECTION 51 OF ACT NO. 2 OF 2000,
PROMOTION OF ACCESS TO INFORMATION ACT)**



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FORM C

1. INTRODUCTION

South African Print Group (Pty) Ltd (hereinafter "SA Print Group") is a private company, registered in November 2012. We are leaders in the printing industry, and pride ourselves in the wide range of products we produce and deliver. We strive for service excellence and impeccable quality products.

This manual is to assist any person (natural/juristic) with the proper procedures that must be followed when requesting access to information and/or documentation from SA Print Group, as contemplated in terms of the Act.

SA Print Group reserves itself the right to amend this manual from time to time, and as soon as any amendments have been finalized and thereafter communicated to the South African Human Rights Commission.

Any person requesting information in terms of Section 51(1) of the Act is advised to contact the information officer should he/she require any assistance in respect of the use of this manual and/or requesting of records, documentation and/or information from SA Print Group. A copy of this manual is available to the public.

2. PARTICULARS IN TERMS OF SECTION 51(1)(A)

2.1 CONTACT DETAILS

Full Company Name	South African Print Group (Pty) Ltd
Registration Number	2012/213150/07
Principle Business	Printing and Manufacturing
Registered Address of the Company	5 Short Street CBD Bloemfontein 9301
Postal Address of the Company	PO Box 1968



	Bloemfontein 9301
Telephone Number	+27 86 100 0730
Website Address	www.saprintgroup.co.za
Information Officer	Tarien Geustyn
Telephone Number	+27 83 456 7876
E-mail	tarien@saprintgroup.co.za

3. HUMAN RIGHTS COMMISSION GUIDE

3.1 The Human Rights Commission 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.

3.2 The contact details of the Human Rights Commission are –

Postal address : Private Bag 2700
Houghton
2041

Telephone : +27 11 484 8300

Telefax : +27 11 484 0582

E-mail : paia@sahrc.org.za

Website : www.sahrc.org.za



4. RECORDS THAT ARE AUTOMATICALLY AVAILABLE TO EMPLOYEES

4.1 The following records are automatically available to all employees and need not be requested in accordance with the procedure outlined in paragraph 7 –

- 4.1.1 personnel records are available to the employee whose file it is;
- 4.1.2 records of disciplinary procedures and related matters are available to the employee concerned;
- 4.1.3 the company's policies and procedures folder;
- 4.1.4 the company's document format templates.

5. RECORDS HELD BY THE COMPANY IN TERMS OF OTHER LEGISLATION AS CONTEMPLATED IN SECTION 51(1)(D) OF THE ACT

5.1. The following documents are not automatically available without a request in terms of the Act –

5.1.1 all statutory returns –

- a. VAT;
- b. workmen's compensation;
- c. UIF;
- d. regional service levies; and
- e. skills development levies

5.1.2 documents concerning compliance by the company, insofar as it may be necessary, with legal obligations and in terms of any other applicable legislation.

6. OTHER TYPES OF RECORD HELD BY THE COMPANY AS CONTEMPLATED IN SECTION 51(1)(C) OF THE ACT

These records are not automatically available without 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 unreasonable disclosure of personal information about a third party including a deceased individual.



6.1 Human Resources Department

- 6.1.1 Personal information including employment history, personal financial information and health records that the company may hold from time to time.
- 6.1.2 Training and development information.
- 6.1.3 General files containing information on employee benefits and employee recruitment and selection information.
- 6.1.4 Salary information

6.2 Project management

- 6.2.1 Building plans.
- 6.2.2 Information generally related to projects conducted by the company from time to time.

6.3 Information technology

- 6.3.1 Equipment details.
- 6.3.2 Costings of hardware and software.

6.4 Finance/Accounts Department

- 6.4.1 Financial records.
- 6.4.2 Lists of company creditors and debtors.
- 6.4.3 Bank account information.
- 6.4.4 Fixed assets register
- 6.4.5 Lists of suppliers
- 6.4.6 Lists of clientele

7. PROCESS OF REQUESTING INFORMATION NOT AUTOMATICALLY AVAILABLE

- 7.1 A request shall be made on the prescribed form. A copy of the form is attached marked "Form C". The form is also available on the website of the Department of Justice and Constitutional development at www.doj.gov.za.

- 7.2 The prescribed form shall be submitted at the Information Officer at the details as prescribed in point 2 of this manual.
- 7.3 The same procedure as set out at point 9.1 and 9.2 applies if the requester is requesting information on behalf of another person or on behalf of a permanent employee of the company.
- 7.4 The Information Officer as soon as reasonably possible and within thirty days of the request has been received, shall decide whether or not the request will be granted, after which the requester shall be informed of the outcome.
- 7.5 Should the request be granted, actual access to the record requested will be given as soon as reasonably possible, but should the request be denied/refused, notice of refusal shall be given with adequate reason for the refusal.
- 7.6 If the Information Officer fails to respond within thirty days, after request has been received, it is deemed, in terms of Section 58 read together with Section 56(1) of the Act, that the request has been denied/refused.
- 7.7 The Information Officer may decide to extend the period of thirty days, for another period not more than thirty days if –
- 7.7.1 the request is for a large number of records;
 - 7.7.2 the search for the records is to be conducted at a premises not situated in the same town or city as the company;
 - 7.7.3 consultations between various departments or divisions are necessary;
 - 7.7.4 the requester consents to such an extension in writing; and
 - 7.7.5 the parties agree in any other manner to such an extension.
- 7.8 Should the company require an extension of time, the requester shall be informed in the manner as stipulated in the prescribed form of the reasons for the extension.

8. INFORMATION OR RECORD NOT FOUND

- 8.1 If all reasonable steps have been taken to find a record, and such a record cannot be found or does not exist, the requester shall be notified by way of affidavit, that it is not possible to give access to the requested record. The

affidavit shall provide a full account of the steps that have been taken to find this record or determine the existence thereof.

- 8.2 The notice, as set out in 8.1, shall be regarded as a decision to refuse a request for the access to the record concerned for the purposes of the Act.
- 8.3 If the record in question is later found, the requester shall be given access to the record, unless access was otherwise refused.

This manual is drawn up in good faith and with the necessary provisions taken into account with regards to legislation. This manual will be revised from time to time or as needed to adjust when legislation with regards to this manual is Adjusted.

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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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:					
	copy of record*		inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images		copy of the images*		transcription of the images*
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
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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:

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

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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?

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Signed at this day..... ofyear

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SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE