



PROMOTION OF ACCESS TO INFORMATION ACT 2/2000 MANUAL Section 51 Manual for a Private Body

PRINTING INDUSTRIES FEDERATION OF SOUTH AFRICA NPC t/a Printing SA (PIFSA)

Please Note: This manual is based on “EXAMPLE OF A MANUAL FOR A PRIVATE BODY” issued by the Regulator in terms of section 10(1) of Promotion of Access to Information Act of 2000 (PAIA), as amended to meet the needs of Printing SA, with further additions to enhance its usefulness and comply with the Protection of Personal Information Act (POPIA), No. 4 of 2013.

The Act and Regulations set out procedures for requests, chargeable fees, and details of information that may not be released. The Act allows that access to information cannot be unlimited and justifiable limitations include, among others, the reasonable protection of property, commercial confidentiality, and certain disclosures related to natural persons.

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Promotion of Access to Information Act 2/2000
Section 51 Manual

Printing Industries Federation of South Africa NPC

Part 1

Company Details

Printing Industries Federation of South Africa trading as Printing SA is a non-profit company governed by its constitution and an elected management committee with whom all executive authority rests.

The Federation is managed by a Chief Executive and a team of administrative personnel

Part 2

Section 51(1)(a)

2.1 Contact Details

Physical Address	575 Lupton Drive, Halfway House, Midrand, 1682
Tel:	(011) 287 1160
Fax:	086 508 6464
Head of Private Body:	Dr AM Mahomed
Information Officer:	Dr AM Mahomed
Co. Registration No:	1990/001772/08
E-mail:	info@printingsa.org
Website:	http://www.printingsa.org

2.2 Key contact details for access to information of Printing SA

Contact Name	Contact Details	Designation
Chief Information Officer		
Dr Abdool Majid Mahomed	T: +27 11 287 1160 – option 7 E: ceo@printingsa.org	CEO
Deputy Information Officers		
Ken Leid	T: +27 (0) 87 806 8520 C: +27(0) 82 658 4283; E: kleid@printingsa.org	National Training Director
Zayed Bagus	T: +27 (0) 11 287 1160 – option 5 C: +27 (0) 82 928 0419; E: ops@printingsa.org	Operations Director
Danielle Arendorf	T: +27 0) 21 595 1367 C: +27 (0) 61 058 9324; E: Arendorf@printingsa.org	Cape Chamber Manager

Jermaine Naicker	T: 031 001 3631/3 C: +27 (0) 83 791 2280; E: jnaicker@printingsa.org	KZN Regional Manager
Elri van Zyl	T: +27 (0)11 287 1160 – option 1 C: +27 (0) 78 976 3782; E: evanzyl@printingsa.org	Central Regional Manager
Lana Human	T: +27 (0) 87 805 3675 C: +27 (0) 82 415 1041; E: lhuman@printingsa.org	Northern Regional Manager
Abisha Katerere	T: +27 (0)11 287 1160 – option 4 C: +27 (0) 79 757 4795; E: akaterere@printingsa.org	Marketing Manager
Khanyi Ntanz	T: +27 (0)11 287 1160 – option 6 E: kntanzi@printingsa.org	Commercial and Technical Manager
Maria Silveiro	T: +27 (0)11 287 1160 – option 7 E: msilveiro@printingsa.org	PA to CEO/Office Manager
Nicolienne Badenhorst	T: +27 (0)11 287 1160 –option 3 E: nbadenhorst@printingsa.org	Company Accountant

Part 3
Information Regulator
Guide
Section 51(1)(b)

This PAIA Guide as amended in October 2021 has been developed in fulfilment of the Information Regulator’s obligation under Section 10 of the PAIA, which requires the Regulator to update and make available the existing Guide that has been compiled by the South African Human Rights Commission.

The guide contains the objects of the act, the contact details of the information officers, particulars of those bodies and their manner of access to records and remedies available in law regarding any breach of the provisions of the Act.

Queries should be addressed to:

The Information Regulator (South Africa)

Physical Address: JD House, 27 Stiemens Street,
Braamfontein, Johannesburg, 2001.

Postal Address: P.O Box 31533, Braamfontein,
Johannesburg, 2017

General enquiries: enquiries@inforegulator.org.za.

Complaints: (complete POPIA/PAIA form 5):

PAIAComplaints@inforegulator.org.za

Website: <https://www.justice.gov.za/inforeg/portal.html>

Part 4
Section 51(1)(c)

Latest Notice of Categories of Record available automatically on website without a person having to request access in terms of this act in terms of Section 52(2)

- Privacy Policy and PAIA Manual
- Media Releases/ Newsletters

Part 5

Categories of Record available in terms of other legislation

Section 51(1)(d)

The following categories of record are required to be retained by law.

Basic Conditions of Employment Act 75/1997	Y
Companies Act 71/2008	Y
Compensation for Occupational Injuries and Diseases Act 130/1993	Y
Employment Equity Act 55/1998	Y
Imprint Act 43/1993	Y
Income Tax Act 58/1962	Y (exempt)
Labour Relations Act 66/1995	Y
Occupational Health and Safety Act 85/1993	Y
Skills Development Act 97/1998	Y
Skills Development Levies Act 9/1999	Y
Unemployment Insurance Act 30/1966	Y
Unemployment Insurance Act 63/2001	Y
Value Added Tax Act 89/1991	Y

Part 6

Subjects on which the body holds records and categories of records held on each subject and details to facilitate a request for access to a record of the body

Section 51(1)(e)

Subjects on which the body holds records

Agreements	
Lease	Y
Supplier	Y
Company Records	
Bylaws	Y
Company policy manual	Y
Company resolutions and statutory company documentation	Y
Correspondence, (includes e-mails)	Y
Databases	Y
Documents of Incorporation	Y
Internal correspondence (includes e-mails)	Y
Internal Policies and Procedures	Y
Internal telephone lists	Y
Memorandum and Articles of Incorporation	Y
Minutes	Y
Register of Directors	Y
Financial Records	
Accounting Records Client and Supplier details	Y
Annual Financial Reports held for required statutory period	Y
Audited Financial records	Y
Balance sheets	Y
Bank account records and transactions	Y

Call Account records and transactions	Y
Cheque returns	Y
Credit notes	Y
Debit notes	Y
Income tax returns and assessments	Y
Insurance records	Y
Invoices	Y
Management Reports	Y
PAYE and SITE Reports	Y
Order records	Y
Receipts	Y
Rental Agreements	Y
SETA returns	Y
Statements	Y
Training Records Staff	Y
Transactions Other	Y
VAT Returns	Y
Human Resources	
Conditions of employment	Y
Disciplinary codes	Y
Disciplinary records	Y
Employment Contracts	Y
Employee assurance/insurance details	Y
Employee details	Y
Employment Equity reports and statistics	Y
Leave records (Sick annual special)	Y
List of employees	Y
Medical history records	Y
Medical aid scheme records of employees	Y
Pension and/or Provident Details	Y
Remuneration Policies	Y
Salary/Wage records and advices	Y
Training schedules and material	Y
Training records for Staff	Y
UIF records and returns	Y
Information Technology	
Computer generated databases and backups	Y
Intercompany e-mails	Y
Software licences and applications	Y
Machinery and Equipment Records	
Asset registers	Y
Leases	Y
Marketing Records	
Brochures and leaflets	Y

Marketing campaign details	Y
Promotional material	Y
Member details	
Information provided by member companies	y
Member database (Records Member details, contact etc.)	y
Member contributions	y

Operational Records	
Accreditation Certification for Schemes and Standards	Y
BBBEE Supplier Status Reports	Y
Correspondence with clients/members	Y
Credit application forms	Y
Customer database	Y
Independent Contractors	Y
Motor Vehicle Licences	Y
OHASA records	Y
Price Lists	y
Supplier database	Y
Technical and scientific information and records	Y
Transport and vehicle records	Y
Other Categories or records not above	
Imprint Act Register and Records	Y
Student Records and Results	Y
Course Material	Y

Part 7

Access to Records

It is important to note that an application for access to information can be refused if the request does not comply with the procedural requirements of the Act. The submission of a request does not automatically entitle the requester to access of the requested information.

Request procedure for access to records

Requests to access records must be made to the Information Officer on the prescribed Form C and must contain the following information in block letters where possible.

- 1) Identity of requester.
If the request is made on behalf of a person, the requester must submit proof of the capacity in which he/she is making the request.
- 2) The postal address or fax number of the requester.
- 3) Full details of the record to which access is requested must be provided, including any reference number if known.
- 4) The format preferred and an indication of an alternative method of access in the event that the preferred access format cannot be accommodated. If in addition to the selected format the requester would also prefer another format, (a written record to be conveyed telephonically as well) this must be communicated on the form.
- 5) The right the requester is seeking to exercise or protect and an explanation of why the requested record is required for such purpose.

Fees applicable to requests for information

- 6) **Request Fee:** A request for information other than a record containing personal information about the requester will only be processed on receipt of the request fee of R50.00. (Regulation 11(3))
If a requester qualifies for an exemption of the fee the reason for exemption must be stated.
- 7) **Access Fee:** If the request is granted a further fee is payable as prescribed for the search, preparation, and reproduction of a record for disclosure. This charge will include postal costs if incurred. The requester will be notified of the applicable access fee payable. The access fee should be paid prior to the access being given. (Regulation 11(3) - Part 111, Item 4, Access fees payable.)
- 8) A deposit of not more than one third of the access fee may be requested if the search and preparation will exceed six hours. The requester will be notified of the amount required as a deposit. (Regulations Part 111, Item 4(2), Access fees payable - GG 23119 Notice 187.)
The deposit will be returned to the requester if access is denied.
- 9) A personal requester (a person seeking access to a record containing his/her own personal information) will not be charged a request or access fee but will be charged the prescribed fee for reproduction and postage if applicable.
- 10) Inspection of the Manual during office hours will not be charged for, but if a copy is requested, a fee of R1.10 for each A4 page will be charged. (Regulation 9(2) Part III, Item 1 - GG 23119 Notice 187.)

Grounds for Refusal

- 11) A request may be refused for the following reasons.
 - Protection of commercial information and confidential information of third parties
 - Protection of safety of individuals and the protection of property
 - Information privileged from production in legal proceedings
 - Protection of commercial information of the company
 - Protection of research information.

**The schedule of the regulatory fees payable is attached.
Form C for request purposes is attached.**

Note: All public or private bodies registered under the Value Added Tax Act 89/1991 as vendors may add VAT to all fees prescribed in the Regulations.

A copy of this manual is available for inspection during office hours, upon request, at the address indicated at the beginning of this manual. No fee is chargeable for such public inspection, but a charge will be levied for any copy of the manual or for any part of the manual required as per the regulations above.

Part 8 Extraction from Regulations (Part III) (Government Gazette 23119, 15/2/2002)

Fees in Respect of Private Bodies

- 1) 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.
- 2) The fees for reproduction referred to in regulation 11(1) which relates to such categories of records listed in the voluntary notice of information or records available without recourse to the act are as follows

	Description	R
a)	For every photocopy of an A4-size page or part thereof	1.10

b)		For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	.75
c)		For a copy in a computer-readable form on -	
	(i)	Stiffy disc	7.50
	(ii)	Compact disc	70.00
d)	(i)	For a transcription of visual images , for an A4-size page or part thereof	40.00
	(ii)	For a copy of visual images	60.00
e)	(i)	For a transcription of an audio record , for an A4-size page or part thereof	20.00
	(ii)	For a copy of an audio record	30.00

3) The request fee payable by every requester, other than a person requester referred to in regulation 11(2) is R50.00

4) The access fee payable by a requester referred to in regulation 11(3) for records that are not available without recourse to the act are as follows:

		Description	R
1 (a)		For every photocopy of an A4-size page or part thereof	1.10
b)		For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	.75
c)		For a copy in a computer-readable form on -	
	(i)	Stiffy disc	7.50
	(ii)	Compact disc	70.00
d)	(i)	For a transcription of visual images , for an A4-size page or part thereof	40.00
	(ii)	For a copy of visual images	60.00
e)	(i)	For a transcription of an audio record , for an A4-size page or part thereof	20.00
	(ii)	For a copy of an audio record	30.00
f)		To search for and prepare the record for disclosure For each hour or part of an hour reasonably required for such a search and preparation	30.00

4(2) For purposes of Section 54(2) of the Act, enabling the private body to charge a deposit, the following applies:

- a) Six hours as the hours to be exceeded before a deposit is payable; and
- b) One third of the access fee is payable as a deposit by the requester.

4(3) The actual postage is payable when a copy of a record must be posted to a requester



FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY (Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- | | |
|-----|-----------------------------------------------------------------------------------------------------|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached. |

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

C. Particulars of person on whose behalf request is made

This section must be completed <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> person.

Full names and surname:

Identity number:

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:
- 2 Reference number, if available:
- 3 Any further particulars of record:



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:

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 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Form in which record is required:	
Mark the appropriate box with an X.	
<p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

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.			<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;">YES</td> <td style="width: 50%; text-align: center; border: none;">NO</td> </tr> </table>	YES	NO
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:

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 of20

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE