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MANUAL

PINION SA (PTY) LTD

REG NO. 2015/189598/07

Prepared in terms of section 51 of the Promotion of
Access to information Act 2 of 2000

Date of Revision: 1 July 2021

PROMOTION TO ACCESS OF INFORMATION ACT,
ACT 2 OF 2000 (“The Act”)

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1. Introduction

PINION SA (PTY) LTD (Further stated as "the company") was formed on the 2015/06/10 . The core business is Advisory

PARTICULARS IN TERMS OF SECTION 51 OF THE ACT

The reference, in this Manual, 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.

2. Contact Details [Section 51(1)(a)]

Name of Private Body:	PINION SA (PTY) LTD
Designated Information Officer:	Melanie Joy Sutton
Email address of Information Officer:	Melanie.sutton@pinionza.com
Postal address:	35 Buffelsfontein Road, Mount Pleasant, Port Elizabeth, 6070
Street address:	35 Buffelsfontein Road, Mount Pleasant, Port Elizabeth, 6070
Phone number:	041 368 6691
Fax number:	N/A

3. The guide as described in section 10 of the Act [Section 51(1)(b)]

Any person who wishes to exercise any right contemplated in the Act may obtain a copy of the information guide issued by the Human Rights Commission in terms of section 10(1) of the Act from the Human Rights Commission.

The contact details of the Human Rights Commission are as follows:

Postal address: Private Bag 2700, Houghton, 2041
Telephone: +27-11-877 3600
Fax: +27-11-403 0625
E-mail: paia@sahrc.org.za
Website: www.sahrc.org.za

4. Notice in terms of section 52(2) of the Act

As at the date of publication of this manual, no notice has been published on the categories of records that are automatically available without a person having to request access in terms of the Act.

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5. Records available in terms of other legislation [Section 51(1)(d)] -

Information is available in terms of the following legislation to the persons or entities specified in such legislation:

Basic Conditions of Employment Act 75 of 1997
Companies Act 71 of 2008 as amended
Close Corporations Act 69 of 1984
Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
Consumer Protection Act 68 of 2008
Electronic Communications and Transactions Act, 25 of 2002
Employment Equity Act 55 of 1998
Financial Advisory and Intermediary Services Act 37 of 2002
Financial Intelligence Centre Act, 38 of 2001;
Income Tax Act 95 of 1967
Insolvency Act 24 of 1936 Occupational Health & Safety Act 85 of 1993
Labour Relations Act 66 of 1995
National Qualifications Framework Act, 67 of 2008;
Pension Funds Act of 1956
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;
Trust Property Control Act 57 of 1988
Value Added Tax Act 89 of 1991

6. Schedule of records [Section 51(1)(e)]

6.1 Subjects and categories of records held by “the company”

We maintain records on the following categories and subject matters. However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honored. All requests for access will be evaluated on a case-by-case basis in accordance with the provisions of the Act. In particular, there may be applicable grounds of refusal of such a request, as set out in the Act.

Please note further that many of the records held by us are those of third parties, such as clients and employees, and we take the protection of third party confidential information very seriously. Many of the records held are confidential and others are the property of the client and not of “the company”. Requests for access to these records will be considered very carefully. Please ensure that requests for such records are carefully motivated.

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6.1.1: Internal records

The following are records pertaining to “the company’s” own affairs:

- Financial records
- Operational records
- Intellectual property
- Marketing records
- Service records
- Statutory records – for Companies
- Internal policies and procedures – where applicable
- Minutes of meetings – where applicable
- Records held by officials of “the company”

6.1.2: Personnel records:

For the purposes of this section, “personnel” means any person who works for or provides services to or on behalf of “the company” and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of “the company”. This includes, without limitation, partners / directors, all permanent, temporary, and part-time staff as well as consultants and contract workers.

Personnel records include the following:

- Any personal records provided to us by our personnel;
- Any records a third party has provided to us about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Employment policies and procedures;
- Internal evaluation and disciplinary records; and
- Other internal records and correspondence.

6.1.3: Client-related records:

Client-related information includes the following:

- Contracts with the client and between the client and other persons;
- Any records a client has provided to “the company” or a third party acting for or on behalf of “the company” (including financial, legal, tax, operational, employee and similar records);
- Any records a third party has provided to “the company”, which concerns a client; and
- Records generated by or within “the company” pertaining to the client, including transactional records.

6.1.4: Other Parties:

- Records may be kept in respect of other parties, from time to time.

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7. Form of request [Section 51(1)(e)]

7.1 How to request a record

Requests for access to records held by "the company" must be made on the request forms that are available on our website. (www.pinionafrika.com)

Requests for access to records must be made to our Information Officer at the address or electronic mail address provided.

The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester.

The requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

It is vital that the requester identifies the right that he or she is seeking to exercise or protect and provides 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 then submit proof of the capacity in which the requester is making the request to the satisfaction of our Information Officer.

If a requestor does not use the standard form (Annexure 1), the request may be rejected for lack of procedural compliance, refused (if sufficient information is not provided or otherwise) or delayed.

Please note that requestors are also required to pay the prescribed fees. The list of prescribed fees in respect of requests, and in respect of access to records (if the request is granted) is attached as Annexure 2

The head of the private body must notify the requester (other than a personal requester) of the prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to Court against the tender or payment of the request fee.

The head of the private body will then make a decision on the request and notify the requester in the required form.

If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

Kindly note that all requests to "the company" will be evaluated and considered in accordance with the Act. Publication of this Manual and describing the categories and subject matter of information held by BRH

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Ballantyne Investment (Pty) Ltd does not give rise to any rights to access such information or records, except in terms of the Act.

8. Availability of the manual. [Section 51(3)]

The manual will be available for inspection at the offices of PINION SA free of charge or on our website. (www.pinionafrika.com)