



PAIA MANUAL

Procure 2 Pay Intellection (Pty) Ltd

(Registration No. 2013/044904/07)

(hereinafter referred to as "Intellection" or the "Company")

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PAIA Manual in terms of Section 51 of the Promotion of Access to Information Act, Act no 2 of 2000 ("the ACT/PAIA")

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1. INTRODUCTION

1.1 Intellection provides analysis services and products to clients on accounts payable and is obligated to comply with the PAIA.

2. CONTACT PARTICULARS

2.1	Name(s) of Directors	WW Pretorius CV Jacobs WW van Dalen
2.2	Name of Business	Procure 2 Pay Intellection (Pty) Ltd Reg no 2013/044904/07
2.3	Information Officer	Werner van Dalen
2.4	Deputy Information Officer	Christo Wessels
2.5	Postal Address:	PO Box 72288 LYNNWOOD RIDGE Pretoria 0040
2.6	Physical Address:	473 Lynnwood Road LYNNWOOD 0181
2.7	Telephone	012 365 0720
2.8	Facsimile	086 665 6426
2.9	E-mail	wernervd@intellection.co.za
2.10	Website	www.intellection.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

3.1 A Guide has been compiled in terms of Section 10 of PAIA by the South African Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA.

3.2 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

3.3 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided in the ACT.

3.4 The Guide is available for inspection at The South African Human Rights Commission at, Private Bag 2700, Houghton, 2041 and on its website at www.sahrc.org.za.

3.4 Section 52(2)

3.4.1 Records, which are available without a person having to request access in terms of PAIA.

3.4.2 At this stage no notice(s) has (have) been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

4. INFORMATION AVAILABLE IN TERMS OF THE FOLLOWING LEGISLATION

4.1 Information is available in terms of the following legislation, if and where applicable:

- Basic Conditions of Employment Act no 75 of 1997;
- Broad-based Black Economic Empowerment Act no 53 of 2003;
- Companies Act no 71 of 2008;
- Compensation of Occupational Injuries and Diseases Act no 130 of 1993;
- Electronic Communications and Transactions Act no 25 of 2002;
- Employment Equity Act no 55 of 1998;
- Income Tax Act no 58 of 1962;
- Labour Relations Act no 66 of 1995;
- Occupational Health and Safety Act no 85 of 1993;
- Promotion of Access to Information Act no 2 of 2000;
- Skills Development Levies Act no 9 of 1999;
- Skills Development Act no 97 of 1998;
- Unemployment Contributions Act no 4 of 2002;
- Unemployment Insurance Act no 63 of 2001;
- Value Added Tax Act no 89 of 1991.

5. INFORMATION AVAILABLE IN TERMS OF THE ACT

The following records may be made available on request.

5.1 Business Related Records:

- Attendance registers;
- Certificate of Incorporation;
- Certificate to Commence Business;
- Correspondence;
- Directors Attendance Register;
- Founding Documents and Amendments;

- Licences (categories);
- Memorandum of Incorporation;
- Minutes of Shareholders Meetings;
- Minutes of Directors Meetings;
- Minutes of Management Meetings;
- Minutes of Staff Meetings;
- Proxy Documents;
- Proxy forms used at Court Convened Meetings;
- Resolutions;
- Shareholders Agreements;
- Shareholder Register;
- Statutory Returns.

5.2 Human Resources Records:

- Conditions of Service;
- Employee Records;
- Employment Contracts;
- Employment Equity Records;
- General Correspondence;
- Industrial and Labour Relations Records;
- Information relating to Health and Safety Regulations;
- Performance Appraisals;
- Personnel Guidelines, Policies and Procedures;
- Remuneration Records and Policies;
- Statutory Records;
- Training Records.

5.3 Operations Records:

- Brochures on Company Information;

- Client and Customer Records;
- Contracts;
- Customer and supplier statements and invoices;
- General Correspondence;
- Information relating to Employee Sales Performance;
- Information relating to Work-In-Progress;
- Marketing and Future Strategies;
- Marketing Records;
- Sales Records
- Suppliers' Registry.

5.4 Financial Records:

- Annual Financial Statements;
- Asset Register;
- Banking Records;
- Budgets;
- Capital expenditure;
- Cash books and petty cash books;
- Contracts;
- Credit agreements;
- Financial Transactions;
- Fixed asset register;
- General Correspondence;
- Insurance Information;
- Investment records;
- Management Accounts;
- Purchase and Order Information;
- Tax Records (company and employee);
- Tax returns and assessments;
- VAT returns.

6. PROTECTION OF PERSONAL INFORMATION ACT

- 6.1 The Protection of Personal Information Act, Act no 4 of 2013 (POPIA) is the comprehensive data protection legislation enacted in South Africa. POPIA aims to give effect to the constitutional right to privacy, whilst balancing this against competing rights and interests, particularly the right of access to information.
- 6.2 Essentially, the purpose of the POPIA is to protect people from harm by protecting their personal information.
- 6.3 The Company may by law not disclose personal information, for more information refer the Company's POPIA Policy and the POPIA.
- 6.4 Personal information given to the Company will be used for the sole purpose it has been collected for.
- 6.5 Personal information provided by you to the Company, either personally, by social media or any other source may be requested to be changed or removed at any time by the person in question by following the steps below.
- 6.6 The Company may disclose a client's personal information to subsidiaries, joint venture companies and/or approved product or third (3rd) party service providers whose services or products the Company elect to use. The Company has agreements in place to ensure that compliance with confidentiality and privacy conditions are adhere to.
- 6.7 The Company employs up to date technology to ensure the confidentiality, integrity and availability of the Personal Information under its care. Measures include:
- Firewalls;

- Virus protection software and update protocols;
- Logical and physical access control;
- Secure setup of hardware and software making up the IT infrastructure.

6.8 The Company is processing information on eight conditions as required by the POPI Act and explained in detail in our POPI Policy.

7. ACCESS TO RECORDS

7.1 Clients have the right to:

- Access the personal information the Company holds about them;
- Update and correct their personal information;
- Delete their personal information on reasonable grounds.

7.1.1 Once a client objects to the processing of their personal information, the Company may no longer process said personal information.

7.1.2 The Company will take all reasonable steps to confirm its clients' identity before providing details of their personal information or making changes to their personal information.

7.2 Records held by the Company may be accessed on request only once the requirements for the request have been met. The requester must:

- Use the prescribed form, available on the website of The South African Human Rights Commission at www.sahrc.org.za.
- Address your request to the Information Officer or Deputy Information Officer.

- Provide sufficient particulars to enable the Company to identify the record(s) requested and to identify the requester (Name, contact details, postal address and fax number).
 - A personal requester is a requester who is seeking access to a record containing personal information.
 - Any other requester (other than a personal requester) is entitled to request access to information pertaining to third parties. The Company will only grant access to information in terms of the Act or any other applicable law.
- Indicate which form of access is required.
- Identify the right that the requester is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- All reasonable cost associated with executing the request, if approved, will be communicated to the requester. Proof of payment need to be emailed to the Information Officer before the request is actioned.
- The requester will be informed in writing whether the access has been granted or denied.
- 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.

7.3 If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, the requester must state that manner and the necessary particulars to be informed in the other manner.

7.3 If the request is made on behalf of another person, proof must be submitted of the capacity in which the requester is making the request, to the reasonable satisfaction of the Company.

8. FEES

- 8.1 The Act provides for two types of fees:
- a request fee, which will be a standard fee, and an
 - access fee, which must be calculated by considering reproduction costs, search and preparation time and cost, as well as postal costs where applicable.
- 8.2 When a request is received by the Information Officer, the Information Officer or his/her Deputy shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before processing of the request. If a search for the record is necessary and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than two hours prescribed in the regulations for this purpose, the Information Officer/Deputy Information Officer shall notify the requester to pay a deposit of the access fee which would be payable if the request is granted.
- 8.3 The Information Officer/Deputy Information Officer shall withhold a record until the requester has paid the fee or fees as indicated. A requester whose request for access to a record has been granted, must pay an access fee as set out in the quotation for information access requested, this includes reproduction, search and preparation of the request.
- 8.4 If a deposit has been paid in respect of a request for access, which is denied, then the Information Officer will repay the deposit to the requester.
- 8.5 The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za.

9. AVAILABILITY OF THE MANUAL

9.1 Copies of the manual are available for inspection, free of charge, at the Company's offices and from the South African Human Rights Commission.

10. APPROVAL AND VERSION CONTROL

10.1 This policy is effective from the 01 July 2021.

10.2 Approved by The Company's Head of Business at _____Pretoria_____ on this
28th day of ___June_____ 2021.



Werner van Dalen

Procure 2 Pay Intellection (Pty) Ltd