PAIA MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000

A GUIDE TO ACCESSING OUR INFORMATION

PKG Group (Pty) Ltd.
Registration Number 2018/556897/07
("the Company")

List of Acronyms and Abbreviations

DIO:	Deputy Information Officer
IO:	Information Officer
PAIA:	Promotion of Access to Information Act No. 2 of 2000 (as amended)
POPIA:	Protection of Personal Information Act No 4 of 2013
Regulator:	Information Regulator

1. Preamble

The Promotion of Access to Information Act No. 2 of 2000 ("PAIA") came into operation on 23 November 2001. Section 51 of PAIA requires that the Company, in its capacity as a private body, compile a manual giving information to the public regarding the procedure to be followed in requesting information from the Company for the purpose of exercising or protecting rights.

2. Introduction To the Company

The Company conducts the business of providing centralised services to manufacturing companies, which includes all matters reasonably connected thereto, including matters relating to legal and corporate governance;

3. **The Company's Contact Details**

Full Name:	PKG Group (Pty) Ltd.
Registration Number:	2018/556897/07
Registered Address:	1 Lanner Road New Germany KwaZulu-Natal
Postal Address:	PO Box 66 Hillcrest 3650
Telephone:	+27 31 713 7777
Email Address:	reception@pkg.co.za

The Information Officer's Contact Details

Full Name:	Cindy Price
Telephone Number:	+27 31 713 7777
Email Address:	informationofficer@pkg.co.za

4. **Section 10 Guide on How to Use PAIA**

The Section 10 Guide on how to use PAIA is available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission: PAIA Unit

The Research and Documentation Department

Physical Address:	27 Stiemens Street Braamfontein 2001
Telephone:	(011) 877 3600
Website:	www.sahrc.org.za
Email Address:	paia@sahrc.org.za

5. Records Available in Terms Of PAIA

The Company holds the following categories of information:

5.1 Administration/Secretarial

- Certificate of Incorporation
- Memorandum of Incorporation
- Certificate of Change of Name
- Minutes of meetings of the board of directors
- Minutes of annual general meetings
- Management policies
- Management directives
- Share Register
- Register of Directors
- Directors' Attendance Register
- Intellectual Property
- a) Trademarks, trade names and protected names;
- b) Copyrights
- c) Patents

5.2 Financial

- Annual Financial Statements
- Annual Reports
- Books of Account recording information required by the Companies Act No. 71 of 2008
- Supporting schedules to books of account and ancillary books of account.
- Asset register
- Taxation:
- a) Copies of all Income Tax Returns and related correspondence;
- b) VAT returns and related correspondence
- Insurance:
- a) Details of Insurance Policies;
- b) Claims records

5.3 Technical/Information Technology

- Employee equipment issue form
- Internal employee telephone directory
- IT policy and employee induction form

5.4 Legal

- Complaints, pleading, briefs and other documentation pertaining to any actual, pending or threatened litigation, arbitration or investigation.
- Contracts
- Operational licenses, permits and authorisations;

Human Resources - HR policies and procedures; - Advertised posts; - Employees records; - Learning and development e.g.: skills development and training plans - Employment equity plan and statistics.

5.5 Human Resources

- HR policies and procedures
- Employee records
- Employee contracts
- Employment equity plan and statistics
- Skills development and training records
- BEE compliance reports

6. **Procedure For Requesting Access to A Record in Paragraph 5**

6.1 Should a requester wish to request access to a record of any of the above categories of information, the requester must use the form prescribed in terms of PAIA to request access to the record.

6.2 A request must be made to the Information Officer via the Company's Contact Details set forth in paragraph 3 of this manual.

6.3 The requester must provide sufficient detail on the request form to enable the Company to identify the record and the requester. The requester should also indicate which form of

access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

6.4 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.

6.5 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 the Company.

7. Fees For Requesting Access to a Record in Paragraph 5

7.1 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 must pay the prescribed request fee before the Company processes the request.

7.2 After the Information Officer of the Company has made a decision in respect of the request, the requester will be notified in the prescribed form.

7.3 If the request is granted, an additional fee, as prescribed in terms of PAIA, must be paid for the search, reproduction and compilation of the information which has been requested, including copying charges and charges for any time that has exceeded the hours prescribed to search for, reproduce and compile the record for disclosure.

8. Records Available in Terms of Other Legislation

- Basic Conditions of Employment Act

9. Other Records as May Be Prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

10. Availability Of This Manual

10.1 This manual is available for inspection during office hours and free of charge at the offices of the Company at:

Registered Address: 1 Lanner Road New Germany KwaZulu-Natal
Telephone: +27 31 713 7777
Email Address: reception@pkg.co.za

10.2 A copy of this manual is also available at the offices of the South African Human Rights Commission (refer to paragraph 4 of this manual) and on the Company's website https://www.pkg.co.za/