

**PAIA MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT 2 OF 2000**

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TABLE OF CONTENTS

1	INTRODUCTION.....	3
2	CONTACT INFORMATION.....	3
3	ACCESS TO INFORMATION.....	3
4	RECORDS AVAILABLE IN TERMS OF LEGISLATION.....	4
5	CATEGORIES OF RECORDS.....	4
6	DESCRIPTION OF PROCESSING PERSONAL INFORMATION IN TERMS OF POPIA.....	5
7	REQUEST PROCEDURE.....	5
8	PRESCRIBED FEES.....	6
9	AVAILABILITY OF THE MANUAL.....	6
10	CHANGES TO THIS PAIA MANUAL.....	6

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1 INTRODUCTION

- 1.1 Argo Consulting Proprietary Limited is a private company, with limited liability, incorporated and registered in the Republic of South Africa with registration number 2023/249317/07 ("**Argo**").
- 1.2 This PAIA Manual has been prepared, as required by section 51 of the Promotion of Access to Information Act, No. 2 of 2000 ("**PAIA**"). This PAIA Manual should be read in conjunction with the Protection of Personal Information Act 4 of 2013 ("**POPIA**") and applicable policies.
- 1.3 Where a request for access to information is made in terms of PAIA, Argo is obliged to release the information except where PAIA expressly provides that the information requested may or must not be released.

2 CONTACT INFORMATION

- 2.1 All requests for access to information in terms of this PAIA Manual must be directed to:
 - 2.1.1 Information Officer: Michelle September
 - 2.1.2 Postal Address: P O Box 1410, Durbanville, 7550
 - 2.1.3 Street Address: 14 Bonterre Village, 125 Murray Street, Durbanville
 - 2.1.4 Telephone Number: +27 (82) 327-3379
 - 2.1.5 Email: michelles@argoconsultings.com

3 ACCESS TO INFORMATION

- 3.1 PAIA grants a requester access to certain records of a private body if the said records are required to exercise or protect any rights of the requester. Should a public body lodge such a request; it must be acting in the interest of the public.
- 3.2 Any request for information in terms of PAIA, must be made in accordance with the prescribed form and manner, at the rates provided. The prescribed form, manner and the tariff are dealt with herein.

- 3.3 The Information Regulator has compiled and published a guide in terms of section 10 of PAIA. The guide is made available in all official languages on the website of the Information Regulator and can be accessed [here](#).

4 RECORDS AVAILABLE IN TERMS OF LEGISLATION

- 4.1 Argo keeps records in terms of the following legislation –

- 4.1.1 Basic Conditions of Employment Act 75 of 1997;
- 4.1.2 Broad-based Black Economic Empowerment Act 53 of 2003
- 4.1.3 Companies Act 71 of 2008;
- 4.1.4 Electronic Communications and Transactions Act 25 of 2002;
- 4.1.5 Electronic Communications Act 36 of 2005;
- 4.1.6 Income Tax Act 58 of 1962;
- 4.1.7 Labour Relations Act 28 of 2014;
- 4.1.8 Protection of Personal Information Act 4 of 2014;
- 4.1.9 Promotion of Access to Information Act 2 of 2000;
- 4.1.10 Skills Development Act 97 of 1998;
- 4.1.11 Unemployment Insurance Contributions Act 4 of 2002;
- 4.1.12 Unemployment Insurance Act 30 of 1996; and
- 4.1.13 Value-Added Tax Act 89 of 1991.

5 CATEGORIES OF RECORDS

The accessibility of the records listed below may be subject to the grounds of refusal set out in this PAIA manual.

- 5.1 Records that are available without having to submit a request in terms of PAIA:

- 5.1.1 Marketing material

- 5.2 Records that must be formally requested in terms of PAIA include:

- 5.2.1 Certificate of incorporation and other related foundational documents;
- 5.2.2 Minutes of meetings;
- 5.2.3 Annual Financial Statements;
- 5.2.4 Tax Returns;
- 5.2.5 Accounting Records;
- 5.2.6 Banking Records;
- 5.2.7 Asset Register;
- 5.2.8 BBBEE affidavit;
- 5.2.9 Rental Agreements;
- 5.2.10 Invoices;
- 5.2.11 Client related records and associated documentation and reports;
- 5.2.12 Other records protected by way of confidentiality/non-disclosure agreements;
and
- 5.2.13 General records related to the commercial activities of Argo.

6 DESCRIPTION OF PROCESSING PERSONAL INFORMATION IN TERMS OF POPIA

Argo processes personal information in accordance with its Privacy Policy which is accessible on its website.

7 REQUEST PROCEDURE

- 7.1 A requester must use the prescribed form to request access to the information. The form can be accessed [here](#).
- 7.2 The request must be addressed to the Information Officer whose details are set out in this PAIA Manual.

- 7.3 The requester must provide sufficient detail to enable the Information Officer to establish who the requester of the said information is, as well as what information is being requested and in what format.
- 7.4 The request must set out the right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.
- 7.5 After Argo has considered the request for access to information the requester will be notified in the required format.
- 7.6 If the request is granted, a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- 7.7 Argo does not have internal appeal procedures; therefore, the decision made by the Information Officer is final.
- 7.8 A dissatisfied requester or a third party, may within 30 days of notification of the decision, apply to an appropriate court for relief.

8 PRESCRIBED FEES

The prescribed forms and fees for requests to private bodies, can be accessed via the Information Regulators website and are made available [here](#).

9 AVAILABILITY OF THE MANUAL

This PAIA Manual is available for inspection at Argo's registered address or via Argo's website.

10 CHANGES TO THIS PAIA MANUAL

This PAIA Manual may be amended and updated from time to time, provided that if Argo does so, it will ensure that such changes are carried out subject to and published in accordance with PAIA and POPIA.