



# **PAIA Manual**

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

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## **1. Purpose of the Manual in terms of PAIA**

The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from Biznify Pty Ltd. The purpose of the PAIA manual is to promote transparency, the right to access information and accountability.

## **2. Request for access to information**

If a person or entity requires access to information as contemplated in the Act, the requester must contact Fanus Kruger.

In terms of section 25(2) states that:

If the request for access is granted, the notice in terms of subsection (1)(b) must state— o the access fee (if any) to be paid upon access; o the form in which access will be given; and o that the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access 15 granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

If the request for access is refused, the notice in terms of subsection (1)(b) must— o state adequate reasons for the refusal, including the provisions of this Act relied upon; o exclude, from such reasons, any reference to the content of the record; and o state that the requester may lodge an internal appeal or an application with a court against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application.

## **3. Introduction to Biznify**

Biznify is a lead generation company that specializes in connecting businesses with potential customers through various marketing channels. Our services include but are not limited to SMS, Warmup, AVM, Telecommunications and Digital Marketing. Biznify is committed to safeguarding the privacy and confidentiality of personal information entrusted to us by our clients, partners, and website visitors.

#### **4. Organisation Details**

- a. Biznify Pty Ltd Reg No : 2023/236986/07
- b. 42 Kingfisher Avenue, Helikonpark 1759
- c. +27 64 903 1409
- d. [www.biznify.co.za](http://www.biznify.co.za)
- e. [Info@Biznify.co.za](mailto:Info@Biznify.co.za)

#### **5. Details of the information officer**

Fanus Kruger – CEO

[Fanus@Biznify.co.za](mailto:Fanus@Biznify.co.za)

+27 64 903 1409

#### **6. Access to the records held by Biznify Section 51(1) (c)**

In terms of Section 52, a private body may, on a voluntary and periodic basis, submit to the Minister a description of categories of records which are automatically available without a person having to request access in terms of this Act. This includes records which are available:

for inspection

for purchase or copying from the private body;

and from the private body free of charge

#### **7. Records available in terms of any other legislation**

##### **Section 51(1)(d)**

The manual must describe those records which a private body must make available in terms of any other legislation. It is recommended that on completing this portion of the manual, information officers should consult with their Secretarial and Legal Services for input and guidance. In the process, it is recommended that the following legislation be considered. This list is by no means exhaustive and is intended to serve as a guide only.

Basic Conditions of Employment Act 75 of 1997

Competition Act 89 of 1998 Consumer Protection Act 68 of 2008

Copyright Act 61 of 1978 Electronic Communications and Transactions Act 25 of 2002  
Employment Equity Act 55 of 1998

Income Tax Act 58 of 1962

Intellectual Property Laws Amendments Act 38 of 1997

Labour Relations Act 66 of 1995

Occupational Health and Safety Act 85 of 1993

Protection of Businesses Act 99 of 1978

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

Value Added Tax Act 89

## **8. Subjects and categories of records held by Biznify**

### **Section 51(1)(e)**

This section of the manual must set out a description of the subjects on which your organisation holds record, and categories of records held on each subject. These include operational records of your organisation utilised in the day to day running and administration of its administration, such as (list all operational documents that are held by the organisation):

Accounting records

Information Technology

Intellectual Property

Personnel Records

Sales and Marketing

Statutory Company records

Client Databases

Internal Phone lists

Policies

Directives

Minutes of Meetings

Administrative Information

## **9. Requesting Procedure**

A person who wants access to the records must complete the necessary request form, as set out in Annexure 1, and the completed form must be sent to the address or fax number provided in this manual and marked for the attention of the information officer.

The requester must indicate which form of access is required and identify the right that is sought to be exercised or protected and provide an explanation of which the requested record is required for the exercise or protection of that right. Proof of the capacity in which the requester is requesting the

## **10. Availability of the manual**

**10.1** A copy of the Manual is available at the offices of Biznify Pty Ltd

**10.2** Copies may also be requested from the South African Human Rights Commission at the address indicated below.

### **10.3 Fees**

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fees. Any other requester who is not a personal requester must pay the required fee:

**10.3.1** A fee will be required by the head before further processing of the request in terms of S54 of the Act

**10.3.2** A requester fee of R50 should be paid, this amount will be refunded should the request for access be refused

**10.3.3** A portion of the access fee (not more than one third) may be required before the request is considered

10.3.4 The requester may lodge an application with a court against the payment of the request fee in terms of S54(3)(b) of the Act

10.3.5 The head may withhold a record until the requester has paid the applicable fees

## **11. Details of the South African Human Rights Commission**

Any queries about this manual should be directed to:

**The South African Human Rights Commission; PAIA Unit Research and Documentation Department Private Bag 2700 Houghton 2041 Phone: 011 484 8300 Fax: 011 484 0582**

Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

## **12. Updating of the manual**

The head of Biznify (PTY) LTD will on a regular basis update this manual.

*Issued by*

***Fanus Kruger***

***Chief Executive Officer***