



SKY

TRACTOR

# PAIA MANUAL

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Prepared in terms of Section 51 of the Promotion of Access to Information Act 2 of 2000 ("PAIA")

## 1. Introduction

This PAIA Manual is prepared in accordance with Section 51 of the Promotion of Access to Information Act, 2000 ("PAIA"). The purpose of this manual is to facilitate access to records held by Sky Tractor (Pty) Ltd and to outline the procedures that need to be followed when requests are made for such records.

## 2. Company Information

Company Name: Sky Tractor (Pty) Ltd

Registration Number: 2022/374765/07

Registered Office: Franschhoek 593, Tzaneen, 0850

Postal Address: Postnet 440, Private Bag X4019, Tzaneen, 0850

Website: [www.skytractor.co.za](http://www.skytractor.co.za)

## 3. Information Officer

Information Officer: Bradley Altona

Email: [brad@forestgold.co.za](mailto:brad@forestgold.co.za)

Cell: 071 869 7822

## 4. Guide on How to Use PAIA

The Information Regulator of South Africa has compiled a guide in terms of Section 10 of PAIA to assist individuals in exercising their rights under the Act.

This guide explains:

- How to submit a request for access to records
- The process that will be followed by the Information Officer
- The remedies available if a request is refused

The guide is available from the Information Regulator's website or their offices:

Information Regulator (South Africa)

JD House, 27 Stiemens Street, Braamfontein, Johannesburg

PO Box 31533, Braamfontein, Johannesburg, 2017

Tel: 010 023 5200

Email: [enquiries@inforegulator.org.za](mailto:enquiries@inforegulator.org.za)

Website: <https://inforegulator.org.za/paia/>

Postnet 440, Private Bag X4019, Tzaneen, 0850

Telephone: +27 68 646 3829 / +27 15 004 1890 Email: [pilot@skytractor.co.za](mailto:pilot@skytractor.co.za)

Directors: B Altona, DE Altona, SJ Newton; G Lunt

Company Registration: 2022/374765/07

VAT: 4620319485

## 5. Categories of Records Available Without a Request

- Company brochures, marketing material, and product information
- Information on the company website
- Publicly available records from CIPC (registration documents)

## 6. Records Held by the Company

### 6.1 Statutory Records

- Memorandum of Incorporation
- Company registration documents
- Shareholder and director records
- Minutes of meetings

### 6.2 Financial Records

- Annual financial statements
- Tax records
- Invoices, receipts, and bank statements

### 6.3 Operational Records

- Contracts and agreements
- Client and supplier information
- Policies and procedures

### 6.4 Personnel Records

- Employee contracts
- Employee policies and guidelines
- Payroll information

## 7. Records Available in Terms of Other Legislation

Sky Tractor (Pty) Ltd holds records as required under various legislation, including but not limited to:

- Companies Act 71 of 2008
- Income Tax Act 58 of 1962
- Value-Added Tax Act 89 of 1991
- Basic Conditions of Employment Act 75 of 1997
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993

## 8. Request Procedures

- Requests for access to records must be made in writing on the prescribed Form 2: Request for Access to Record of a Private Body.
- The official form can be downloaded here: <https://inforegulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form02-Reg7.pdf>
- The completed form must be submitted to the Information Officer at the contact details provided above.
- The requester must provide sufficient detail to identify the record and the right they wish to exercise or protect.
- Payment of the prescribed fees may be required before the request is processed.

## 9. Fees

The applicable fees for accessing records are prescribed by regulation. A requester may be notified of the fee payable before their request is processed.

## 10. Availability of the Manual

This PAIA Manual is available for inspection at the offices of Sky Tractor (Pty) Ltd, on request from the Information Officer, and at the Information Regulator's website.

Prepared on behalf of Sky Tractor (Pty) Ltd

Date: 31 August 2025