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PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) MANUAL 2nd EDITION

LILIBARA PROJECTS (PTY) LTD



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INTRODUCTION

Lilibara Projects (Pty) Ltd is a civil engineering and project management consultancy.

COMPANY CONTACT DETAILS (Section 51 (1) (a))

Directors: Mr. Rantoa Moeti (Managing)

Office Manager/CEO: Mr. Rantoa Moeti

Postal Address: P.O. Box 627, Halfway House, 1685

Street Address: 13 Baobab Street, Noordwyk Midrand 1687

Telephone Number: +27 (0) 11 784 1217
+27 (0) 87 654 0099

Fax Number: N/A

Email: info@lilibara.co.za

THE ACT (Section 51(1) (b))

1. 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.
2. Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariffs are detailed below.
3. Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: www.sahrc.org.za

APPLICABLE LEGISLATION (Section 51 (1) (c)).

This section contains acts that apply to Lilibara Projects.

NO	REFERENCE	ACT
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 69 of 1984	Close Corporations Act
9	No 25 of 2002	Electronic Communications and Transactions Act
10	No 2 of 2000	Promotion of Access of Information Act
11	No 30 of 1996	Unemployment Insurance Act
12	No 103 of 1977	National Building Regulations and Building Standards Act
13	No 95 of 1986	Sectional Titles Act

15	No 85 of 1993	Occupational Health and Safety Act
16	No 9 of 1996	National Road Traffic Act
17	No 95 of 1998	Housing Consumers Protection Measures Act
18	No 36 of 1998	National Water Act

SCHEDULE OF RECORDS (Section 51 (1) (d))

This are records kept by Lilibara Projects and some are automatically available while some would need to be requested in terms of PAIA.

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Financial	<ul style="list-style-type: none"> Financial Statements Financial and Tax Records (Company & Employees) Asset Register Management Accounts 	Proprietary (Pty Ltd) - Request in terms of PAIA.
Marketing	<ul style="list-style-type: none"> Market Information Public Customer Information: <ul style="list-style-type: none"> Product Brochures Owner Manuals Field Records Performance Records Product Sales Records Marketing Strategies Customer Database 	Limited Information available on web site. (see above) Request in terms of PAIA In our annual report freely available Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA

FORM OF REQUEST (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

1. Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
2. Address your request to the Head of the Company (CEO).
3. Provide sufficient details to enable the COMPANY to identify:

- (a) The record(s) requested;
- (b) The requester (and if an agent is lodging the request, proof of capacity);
- (c) The form of access required;
- (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) 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.

PREScribed FEES (Section 51 (1) (f))

The following applies to requests (other than personal requests):

1. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
2. If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
4. Records may be withheld until the fees have been paid.
5. The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

