

# Table of Contents

1. BACKGROUND TO THE PROMOTION OF ACCESS OF INFORMATION ACT.
2. FIVE POINT STEEL PTY LTD
3. PURPOSE OF THE PAIA MANUAL
4. THE INFORMATION OFFICER (SECTION 51(1)(B))
5. GUIDE ON HOW TO USE PAIA & HOW TO OBTAIN ACCESS TO THE GUIDE.
6. RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT SECTION 51 (1) D.
7. RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF THE ACT
8. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION
9. PROCESSING PERSONAL INFORMATION
10. REQUEST PROCEDURE
11. REFUSAL OF ACCESS TO RECORDS
12. REMEDIES AVAILABLE WHEN FIVE POINT STEEL PTY LTD REFUSES A REQUEST
13. ACCESS TO RECORDS HELD BY FIVE POINT STEEL PTY LTD
14. FEES
15. REPRODUCTION FEES
16. DECISION
17. AVAILABILITY AND UPDATING OF THE PAIA MANUAL

## **1 BACKGROUND TO THE PROMOTION OF ACCESS TO INFORMATION ACT**

- 1.1 The Promotion of information Act, No 2 of 2000 ('the Act') was enacted on 3 February 2000, giving effect to the constitutional right in terms of Section 32 of the Bill of Rights contained in the Constitution of the Republic of South Africa 108 of 1996, of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights.
- 1.2 In terms of Section 51 of the Act, all Private Bodies are required to compile an Information Manual ('PAIA MANUAL').
- 1.3 Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, subject to applicable legislative and /or regulatory requirements, except where the Act expressly provides that the information may or must not be released. The Act set out the relevant procedure to be adopted when requesting information from a Public or Private Body.

## **2 FIVE POINT STEEL PTY LTD**

- 2.1 FIVE POINT STEEL PTY LTD trading as All Joy Foods is a South African manufacturer of sauces and condiments -. The company was established in accordance with the laws of South Africa with Registration 1989/000100/06.

This PAIA Manual of FIVE POINT STEEL PTY LTD is available in two official languages and can be viewed at its premises: FIVE POINT STEEL, 15 Misgund Road, Eikenhof, Johannesburg, 1872 as well as the website: [www.alljoy.co.za](http://www.alljoy.co.za). A copy of this manual is available in two South African official languages and if reasonably practical and required, the manual can be explained in any other of the official languages of South Africa to any requester upon completion of Form 1 in Annexure A attached.

## **3 PURPOSE OF THE PAIA MANUAL**

- 3.1 This PAIA Manual is intended to ensure that FIVE POINT STEEL PTY LTD complies with the Act and to foster the culture of transparency and accountability within the company by giving effect to any right and to actively promote a society in which people have effective access to information to enable them to exercise and protect their rights.

- 3.2 Effective, efficient, and good governance; in a manner which balances that right with other rights, including such rights contained in the Bill of Rights in the Constitution.
- 3.3 Know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto.
- 3.4 Access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access.
- 3.5 Know the recipients or categories of recipients to whom the personal information may be supplied.
- 3.6 Know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

#### **4 THE INFORMATION OFFICER (SECTION 51(1)(B))**

- 4.1 The Act prescribes the appointment of an Information Officer for Public Bodies such Information Officer is responsible to, inter alia, assess requests for access to information. The Head of a Private Body fulfils such a function in terms of section 51. FIVE POINT STEEL PTY LTD has opted to appoint an Information Officer to assess requests for access to information as well as to oversee its required functions of the Act.
- 4.2 The Information Officer appointed in terms of the Act also refers to the Information Officer as referred to in the Protection of Personal Information Act 4 of 2013. The Information Officer oversees the functions and responsibilities as required for in terms of both this Act as well as the duties and responsibilities in terms of section 55 of the Protection of Personal Information Act 4 of 2013 after registering with the Information Regulator.
- 4.3 The Information Officer may appoint, where it is deemed necessary, Deputy Information Officers, as allowed in terms of section 17 of the Act as well as section 56 of the Protection of Personal Information -Act 4 of 2013. This is to render FIVE POINT STEEL PTY LTD as accessible as reasonably possible for requesters of its records and ensure fulfilment of its obligations and responsibilities as prescribed in terms of section 55 of the Protection of Personal Information Act of 2013. All requests for information in terms of the Act must be addressed to the Information Officer.

## **CONTACT DETAILS OF INFORMATION OFFICER**

Name: Mr. Muhammed Naasif Darsot

Registered Address: 15 Misgund Road, Eikenhof, Johannesburg ,1872

Telephone Number: +27 11 948 9949/50

Fax Number: +27 11 948 8059

Email: [mndarsot@dursots.com](mailto:mndarsot@dursots.com)

## **DEPUTY INFORMATION OFFICER**

Name: Mr. Raees Darsot

Registered Address: 15 Misgund Road, Eikenhof, Johannesburg, 1872

Telephone Number: +27 11 948 9949/50

Fax Number: +27 11 948 8059

Email: [raees@dursots.com](mailto:raees@dursots.com)

## **HEAD OFFICE CONTACTS**

**POSTAL ADDRESS:** P.O. BOX 100, EIKENHOF, 1872

**PHYSICAL ADDRESS:** 15 Misgund Road, Eikenhof

**TELEPHONE:** 011 948 9949/50

**EMAIL:** [reception@alljoy.co.za](mailto:reception@alljoy.co.za)

**WEBSITE:** [www.alljoy.co.za](http://www.alljoy.co.za)

## **5. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE**

5.1 The Regulator has, in terms of section 10 (1) of PAIA, as amended, updated, and made available the revised Guide on how to use PAIA (Guide), in an easily comprehensive form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

5.2 The Guide is available in each official language and in braille.

5.3 *The aforesaid Guide contains the description of-*

5.3.1 the objects of PAIA and POPIA.

5.3.2 the postal and street address, phone, and fax number and, if available, electronic mail address of-

- 5.3.2.1 the Information Officer of every public body, and
- 5.3.2.2 every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA.

5.3.3 *the manner and form of a request-*

- 5.3.3.1 access to a record of a public body contemplated in section 11, and
- 5.3.3.2 access to a record of a private body contemplated in section 50.

5.3.4 the assistance available from the Information Officer of a public body in terms PAIA and POPIA.

5.3.5 the assistance available from the Regulator in terms of PAIA and POPIA.

5.3.6 all remedies in law available regarding an act in respect of a right or duty or conferred or imposed by PAIA and POPIA, including the manner of lodging;

- 5.3.6.1 an internal appeal
- 5.3.6.2 a complaint to the Regulator; and
- 5.3.6.3 an application with a court against a decision by the Information Officer of a public body, a decision on an internal appeal or a decision by the Regulator or a decision of the head of a private body.

5.3.7 the provisions of sections 14 and 15 requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual.

5.3.8 the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public body and private body, respectively.

5.3.9 the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and

5.3.10 the regulations made in terms of section 92.

5.4 Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.

5.5 If you have any queries, or need a copy of the Guide, please contact the Information Regulator directly at:

The Information Regulator (South Africa)

JD House, 27 Stiemens, Braamfontein, Johannesburg, 2001

P.O Box 31533, Braamfontein, Johannesburg, 2017

Complaints email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

General enquiries email: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za)

## **6 RECORDS AVAILABLE ONLY AVAILABLE ON REQUEST TO ACCESS.**

### **6.1 Records held by FIVE POINT STEEL**

6.1.1 This clause serves as a reference to the categories of information that FIVE POINT STEEL PTY LTD holds. The information is classified and grouped according to records relating to the following subjects and categories:

#### **6.1.1.1 Personnel Records**

- i. Employment Contracts
- ii. Employment Policies and Procedures
- iii. Employment Equity Plan
- iv. Medical Aid Records
- v. Pension fund records
- vi. Salary Records
- vii. Leave records
- viii. Records provided by a third party relating to personnel.
- ix. Conditions of employment and other operating manuals.
- x. Internal evaluation records and Disciplinary records.
- xi. Personal records provided by personnel.
- xii. Training schedules and material

Personnel refers to any person who works for or provides services to or on behalf of FIVE POINT STEEL and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting business of FIVE POINT STEEL.

This includes without limitation, directors (executive and non-executive), all permanent employees, temporary and part-time staff, as well as contract employees.

#### **6.1.1.2 Companies Act Records**

- i. Documents of Incorporation.
- ii. Memorandum of Incorporation.
- iii. Minutes of Board of Directors and General Meetings.
- iv. Written Resolutions.
- v. Records relating to appointment of directors, auditors, company secretary etc
- vi. Share Register and other Statutory Registers; and
- vii. Other Statutory Records.

#### **6.1.1.3 Financial Records**

- i. Annual Financial Statements
- ii. Tax Returns
- iii. Accounting Records
- iv. Banking Records
- v. Bank Statements
- vi. Paid Cheques
- vii. Electronic Banking Records
- viii. Asset Register
- ix. Rental Agreements; and
- x. Invoices

#### **6.1.1.4 Customer Related Records**

- i. Records provided by a customer to a third party acting on or on behalf of FIVE POINT STEEL.
- ii. Records provided by a third party.
- iii. Records generated by or within FIVE POINT STEEL PTY LTD relating to its customers, including transactional records.

A 'customer' refers to any natural or juristic entity that receives services from FIVE POINT STEEL.

#### **6.1.1.5 Private Body Records**

- i. Operational records
- ii. Databases
- iii. Information Technology
- iv. Sales/Marketing Records
- v. Procurement Records

#### **6.1.1.6 Internal Correspondence**

- i. Product records
- ii. Statutory records
- iii. Internal Policies and Procedures

#### **6.1.1.7 Other Party Records**

- i. Personnel, customer, or private body records which are held by another party, as opposed to the records held by FIVE POINT STEEL PTY LTD itself.
- ii. Records held by FIVE POINT STEEL PTY LTD pertaining to other parties, including without limitation, financial records, correspondence, contractual records, records provided by other party, and records third parties have provided about the contractors /suppliers.
- iii. FIVE POINT STEEL PTY LTD may possess records pertaining to other parties, including without limitation contractors, suppliers, sister companies and service providers. Alternatively, such other parties may possess records that can be said to belong to FIVE POINT STEEL.

6.2 Note that the accessibility of the records may be subject to the grounds of refusal set out in this PAIA Manual. Amongst others, records deemed confidential on a part of a third party will necessitate permission from the third party concerned, in addition to normal requirements, before FIVE POINT STEEL PTY LTD will consider access.



## **7. RECORDS AVAILABLE WITHOUT REQUEST TO ACCESS IN TERMS OF THE ACT**

7.1 Records of a public nature, typically those disclosed on the FIVE POINT STEEL PTY LTD website and in its various annual reports, may be accessed without the need to submit an application.

7.2 Other non-confidential records, such as statutory records maintained at CIPC, may also be accessed without the need to submit a formal application, however, please note that an appointment to view such records will still have to be made with the Information Officer.

## **8. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

8.1 Where applicable to its operations, FIVE POINT STEEL PTY LTD also retains records and documents in terms of the legislation listed below. Unless disclosure is prohibited in terms of legislation, regulations, contractual agreement or otherwise, records that are required to be made available in terms of these acts shall be made available for inspection by interested parties in terms of the requirements and conditions of the Act; the below mentioned legislation, and applicable internal policies and procedures should such parties be entitled to such information. A request to access must be done in accordance with the prescriptions of the Act.

- i. Companies Act, 2008
- ii. Basic Conditions of Employment Act No 26 of 2005
- iii. Broad-Based Black Economic Empowerment Act, 2003
- iv. Compensation of Occupational Injuries
- v. Employment Equity Act No 55 of 1998
- vi. Income Tax Act No 58 of 1962
- vii. Skills Development Levies Act No 9 of 1999
- viii. Foodstuffs, Cosmetics and Disinfectants Act, 1972
- ix. Occupational Health and Safety Act No 85 of 1993
- x. Labour Relations Act No 66 of 1995
- xi. Promotion of Access to Information Act No 2 of 2000
- xii. Protection of Personal Information Act No 4 of 2013
- xiii. Skills Development Levy Act No 9 of 1999
- xiv. Machinery and Occupational Safety Act No 6 of 1983
- xv. Unemployment Insurance Act No 30 of 1966

xvi. Value Added Tax Act 89 of 1991

***This list is not exhaustive.***

## **9. PROCESSING PERSONAL INFORMATION**

### **Introduction**

POPIA requires us to provide you with certain information relating to how personal information that we process is, amongst others, used, disclosed, and destroyed.

*We have set out the required information below;*

#### **Information on how you can request your personal information under POPIA**

- i. Requests for personal information under POPIA must be made in accordance with the provisions of PAIA. This process is outlined in paragraph below.
- ii. If we provide you with your personal information, you have the right to request the correction, deletion, or destruction of your personal information, in the prescribed form. You may also object to the processing of your personal information in the prescribed form.
- iii. We have attached the prescribed forms to this Manual for your convenience.
- iv. We will give you a written estimate of the fee for providing you with your personal information, before providing you with the services. We may also require you to provide us with a deposit for all or part of the fee prior to giving you the requested personal information.

#### **Purpose of Processing**

- i. POPIA provides that personal information may only be processed lawfully and in a reasonable manner  
that does not infringe your (the data subject's) privacy.
- ii. The type of personal information that we process will depend on the purpose for which it is collected. We will disclose to you why the personal information is being collected and will process the personal information for that purpose only.

## **Personal information that is processed; category of data subject; category of personal information**

*The information provided under this section refers to broad categories of information. This list is not exhaustive.*

- Clients - Natural persons: names; contact details; physical and postal addresses; date of birth; ID number; tax related information; nationality; gender; confidential correspondence.
- Clients – Juristic persons / entities: names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorized signatories; beneficiaries; ultimate beneficial owners.
- Clients – Foreign persons / entities: names; contact details; physical and postal, financial information addresses; date of birth; passport number tax related information; nationality; gender; confidential correspondence; registration number; founding documents; tax related information; authorized signatories, beneficiaries, ultimate beneficial owners.
- Contracted Service Providers: Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners
- Intermediary / Advisor: Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners
- Employees / Directors / Potential Personnel / Shareholders / Volunteers / Employees' family members / Temporary Staff: gender, pregnancy; marital status; race, age, language, education information; financial information; employment history; ID number; next of kin; children's name, gender, age, school, grades; physical and postal address; contact details; opinions, criminal behaviour and/or criminal records; well-being; trade union membership; external commercial

interests; medical information.

- Website end-users / Application end-users: names, electronic identification data: IP address; log-in data, cookies, electronic localization data; cell phone details, GPS data.

### **Categories of recipients for purposes of processing personal information**

We may supply personal Information to these potential recipients:

- Management.
- Employees.
- Temporary Staff.
- Sub-contracted Operators, Service Provider and Suppliers; and
- Other recipients in other organization.

We may disclose personal information we collected to any third-party service providers, with whom we engage in business or whose services or products we elect to use, including cloud services hosted by other service providers.

We endeavor to enter into written agreements to ensure that other parties comply with our confidentiality and privacy requirements. Personal information may also be disclosed where we have a legal duty or a legal right to do so.

### **General description of information security Measures**

FIVE POINT STEEL PTY LTD employs appropriate, reasonable technical and organizational measures to prevent loss of damage to or unauthorized destruction of personal information and unlawful access to or processing of personal information. These measures include:

- Firewalls.
- Virus protection software and update protocols.
- Logical and physical access control.
- Secure setup of hardware and software making up our information technology infrastructure; and
- Outsourced service providers who are contracted to implement security controls.

## 10. REQUEST PROCEDURE

### 10.1 Completion of the prescribed form

- Any request for access to a record from a public body in terms of PAIA must substantially correspond with the form attached hereto marked Appendix A - *Request for access to record of private body (Section 53(1) of PAIA) [Regulation 10]*.
- A request for access to information which does not comply with the formalities as prescribed by PAIA will be returned to you.

### 10.2 Payment of the prescribed fees

- A Fee may be payable, depending on the type of information requested, as described under *Appendix B - Fees in respect of private bodies*.

*There are two categories of fees which are payable:*

- The request fee: -R165.00
- **The access fee:** This is calculated by taking into account reproduction costs, search and preparation costs, as well as postal costs.
- Section 54 of PAIA entitles FIVE POINT STEEL PTY LTD to levy a charge or to request a fee to enable it to recover the cost of processing a request and providing access to records. The fees that may be charged are set out in Regulation 9(2)(c) promulgated under PAIA.
- Where a decision to grant a request has been taken, the record will not be disclosed

until the necessary fees have been paid in full.

- POPIA provides that a data subject may, upon proof of identity, request FIVE POINT STEEL PTY LTD to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.
- POPIA also provides that where the data subject is required to pay a fee for services provided to him/her, FIVE POINT STEEL PTY LTD must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.

### 10.3 Objection

POPIA provides that a data subject may object, at any time, to the processing of personal information by FIVE POINT STEEL, on reasonable grounds relating to his/her particular situation, unless legislation provides for such processing.

- The data subject must complete the prescribed form attached hereto as *Appendix C - Objection to the processing of personal information in terms of section 11(3) of POPIA Regulations relating to the protection of personal information, 2018 [Regulation 2]* and submit it to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above.

### 10.4 Correction

- A data subject may also request FIVE POINT STEEL PTY LTD to correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully; or destroy or delete a record of personal information about the data subject that FIVE POINT STEEL PTY LTD is no longer authorized to retain records in terms of POPIA's retention and restriction of records provisions.
- A data subject that wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above on the form attached hereto as *Appendix D -*

*Request for correction or deletion of personal information or destroying or deletion of record of personal information in terms of section 24(1) of POPIA's Regulations relating to the protection of personal information, 2018 [Regulation 3].*

### **10.5 Proof of Identity**

- Proof of identity is required to authenticate your identity and the request. You will, in addition to this prescribed form, be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

### **10.6 Timelines for consideration of a request for Access**

- Requests will be processed within 30 (thirty) days, unless the request contains considerations that are of such a nature that an extension of the time limit is needed.
- Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary.

## **11. REFUSAL OF ACCESS TO RECORDS**

- A private body such as FIVE POINT STEEL PTY LTD is entitled to refuse a request for information.
- The main grounds for FIVE POINT STEEL PTY LTD to refuse a request for information relates to the:
  - i. the protection of personal information of a third person (who is a natural person) from unreasonable disclosure.
  - ii. the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
  - iii. if disclosure would result in the breach of a duty of confidence owed to a third party;
  - iv. if disclosure would jeopardize the safety of an individual or prejudice or impair certain property rights of a third person;
  - v. if the record was produced during legal proceedings, unless that legal privilege has been waived;



- vi. if the record contains trade secrets, financial or sensitive information or any information that would put FIVE POINT STEEL PTY LTD at a disadvantage in negotiations or prejudice it in commercial competition; and/or
- vii. if the record contains information about research being carried out or about to be carried out on behalf of a third party or by FIVE POINT STEEL.
- Section 70 of PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or
- (ii) there is an imminent and serious public safety or environmental risk; and
- (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.
- If the request for access to information affects a third party, then such third party must first be informed within 21 (twenty-one) days of receipt of the request.
- The third party would then have a further 21 (twenty-one) days to make representations and/or submissions regarding the granting of access to the record.

## **12. REMEDIES AVAILABLE WHEN FIVE POINT STEEL PTY LTD REFUSES A REQUEST**

### **12.1 Internal remedies**

- As a Private Body, FIVE POINT STEEL PTY LTD does not have an internal appeal procedure. The decision made by the Information Officer is final. Requesters will have to exercise such external remedies at their disposal if the request for information is refused, and the requestor is not satisfied with the answer supplied by the information Officer.

### **12.2 External Remedies**

- A requestor that is dissatisfied with the Information Officer's refusal to disclose information, may within 30 days of notification of the decision apply to a court for relief.
- A third party dissatisfied with the Information Officer's decision to grant a request for information, may within 30 days of notification of the decision, apply to court for relief. Refer to attached form.

*For purposes of the Act, the courts that have the jurisdiction over these applications are the*



*Constitutional Court, the High Court or another court of similar status and a Magistrate's Court designated by the Minister of Justice and Constitutional Development, and which is presided over by a Magistrate.*

## **13. ACCESS TO RECORDS BY FIVE POINT STEEL PTY LTD**

### **13.1 Prerequisites for Access by Personal/Other Requester**

- Records held by FIVE POINT STEEL PTY LTD may be accessed by requests only once the prerequisite requirements for access have been met.
- A requester is any person making a request for access to a record of FIVE POINT STEEL. There are two types of requesters:

### **13.2 Personal Requester**

- A personal requester is a requester who is seeking access to a record containing personal information about the requester.
- FIVE POINT STEEL PTY LTD will voluntarily provide the requested information or give any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged.

### **13.3 Other Requester**

- The requester (or another requester acting on behalf of the requester) is entitled to request access to information on third parties.
- In considering such a request, FIVE POINT STEEL PTY LTD will adhere to the provisions of the Act. Section 7 requires that the information Officer take all reasonable steps to inform a third party to whom the requested record relates of the request, informing him/her that he/she may make a written or oral representation to the Information Officer what the request should be refused or, where required, given written consent for the disclosure of the Information.

## **14. FEES**

### **14.1 FEES IN RESPECT OF PRIVATE BODIES**

- The "request fee" payable by a requester, other than a personal requester, referred to in section 54(1) of the Act, is -R165.00

- The “fees for reproduction” referred to in section 52(3) and “access fees” payable by a requester referred to in section 54(7), unless exempted under section 54(8) of the Act, are as follows:
  - for every photocopy of an A4-size page or part thereof - R1 - R10
  - for every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form - R0 - R75
  - for a copy in a computer-readable form on:
    - i. stiffy disc - R7 - R50
    - ii. compact disc - R70
    - iii. for a transcription of visual images, for an A4-size page or part thereof - R40;
    - iv. for a copy of visual images - R60
    - v. for transcription of an audio record, for an A4-size page or part thereof - R20;
    - vi. for a copy of an audio record - R30
    - vii. To search for the record for disclosure, R30 for each hour or part of an hour reasonably required for such search.

The actual postal fee is payable when a copy of a record must be posted to a requester

Exemptions from paying “access fees.

*Person or persons exempted from paying access fees:*

- (i) A single person whose annual income does not exceed R14,712.00; or  
Married persons or a person and his/her life partner whose annual income does not exceed R27,192.00

## **14.2 FEES IN RESPECT OF PRIVATE BODIES IN TERMS OF PAIA**

- The fee for a copy of the Manual as contemplated in regulation 9(2)(c) of PAIA is R1,10 is for every photocopy of an A4-size page or part thereof.
- The fees for reproduction referred to in regulation 11 (1) of PAIA are as follows:

- i. For every photocopy of an A4-size page or part thereof R1,10.
- ii. For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,75.
  - For a copy in a computer-readable form on -
    - i. stiffy disc R7,50;
    - ii. compact disc R70,00.
    - iii. For a transcription of visual images, for an A4-size page or part thereof R40,00;
    - iv. For a copy of visual images R60,00.
    - v. For a transcription of an audio record, for an A4-size page or part thereof R20,00;
    - vi. For a copy of an audio record R30,00.
  - The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2) of PAIA is R50,00.
  - The access fees payable by a requester referred to in Regulation 11(3) of PAIA are as follows:
    - For every photocopy of an A4-size page or part thereof R1, 10.
    - For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,75.
    - For a copy in a computer-readable form on -
      - (i) stiffy disc R7,50;
      - (ii) compact disc R70,00.
    - For a transcription of visual images, for an A4-size page or part thereof R40,00;
    - (i) For a copy of visual images R60,00.
    - For a transcription of an audio record, for an A4-size page or part

thereof R20,00;

(i) For a copy of an audio record R30,00.

- To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and reparation.
- For purposes of section 54(2) of PAIA, the following applies:
  - six hours as the hours to be exceeded before a deposit is payable; and
  - one third of the access fee is payable as a deposit by the requester.
- The actual postage is payable when a copy of a record must be posted to a requester.

#### **14.3 FEES IN RESPECT OF PUBLIC BODIES IN TERMS OF PAIA**

The following is the breakdown of the costs for accessing the records of a public body as prescribed in the Regulations.

Part II of Regulation 187 published in the Government Gazette on 15 February 2002:

1. The fee for a copy of the manual as contemplated in Regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.
  2. The fees for reproduction referred to in Regulation 7(1) are as follows:
    - (a) For every photocopy of an A4-size page or part thereof R0,60
    - (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,40
    - (c) For a copy in a computer-readable form on –
      - (i) stiffy disc R5,00
      - (ii) compact disc R40,00
    - (d) (i) For a transcription of visual images, for an A4-size page or part thereof R22,00
    - (ii) For a copy of visual images R60,00
- For a transcription of an audio record, for an A4-size page or part thereof R12,00

(ii) For a copy of an audio record R17,00

3. The request fee payable by every requester, other than a personal requester, referred to in Regulation 7(2) is R35,00.

4. The access fees payable by a requester referred to in Regulation 7(3) are as follows:

- (1)
  - (a) For every photocopy of an A4-size page or part thereof 0,60
  - (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,40
  - (c) For a copy in a computer-readable form on -
    - (i) stiffy disc R5,00
    - (ii) compact disc R40,00
  - (d)
    - (i) For a transcription of visual images, for an A4-size page or part thereof R22,00
    - (ii) For a copy of visual images R60,00
  - (e)
    - (i) For a transcription of an audio record, for an A4-size page or part thereof R12,00
    - (ii) For a copy of an audio record R17,00
  - (f) To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.
- (2) For purposes of section 22(2) of the Act, the following applies:
  - (a) Six hours as the hours to be exceeded before a deposit is payable.  
and
  - (b) One third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

If the information officer believes that the search and preparation of the record requires more than a period of six hours, the information officer must by notice require the requester (excluding a personal requester) to pay a deposit of one third of the access fee.

## **15 AVAILABILITY AND UPDATING THE PAIA MANUAL**

15.1 Regulation No R.187 of February 2002

15.1.1 This PAIA Manual is made available for viewing, inspection, free of charge at FIVE POINT STEEL PTY LTD premises: Number 15 Misgund Road, Eikenhof, Johannesburg, 1972. [www.alljoy.co.za](http://www.alljoy.co.za)

15.1.2 This PAIA Manual is made available in terms of Regulation No R.187 of 15 February 2002. FIVE POINT STEEL PTY LTD will update this PAIA Manual at such intervals as may be deemed necessary.



J750

REPUBLIC OF SOUTH AFRICA

**FORM A**  
**REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**  
(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))  
[Regulation 6]

**FOR DEPARTMENTAL USE**

Reference number: .....

Request received by ..... (state rank,  
name and surname of information officer/deputy information officer) on ..... (date)  
at ..... (place).

Request fee (if any): R .....

Deposit (if any): R .....

Access fee: R .....

.....  
SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

**A. Particulars of public body**

The Information Officer/Deputy Information Officer



**FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

**B. Particulars of person requesting access to the record**

- (a) The particulars of the person who requests access to the record must be given below.  
(b) The address and/or fax number in the Republic to which the information is to be sent, must be given.  
(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: .....

Identity number: 

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Postal address: .....

Telephone number: (.....) ..... Fax number: (.....) .....

E-mail address: .....

Capacity in which request is made, when made on behalf of another person:

**C. Particulars of person on whose behalf request is made**

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: .....

Identity number: 

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

**D. Particulars of record**

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.  
(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

.....  
.....

**FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

2. Reference number, if available: .....

3. Any further particulars of record:

.....

.....

.....

.....

.....

**E. Fees**

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

.....

.....

.....

.....

**F. Form of access to record**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:

Form in which record  
is required:

Mark the appropriate box with an **X**.

**NOTES:**

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

|                          |                 |                          |                      |                          |                          |
|--------------------------|-----------------|--------------------------|----------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | copy of record* | <input type="checkbox"/> | inspection of record | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|-----------------|--------------------------|----------------------|--------------------------|--------------------------|

2. If record consists of visual images -

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

|                          |                 |                          |                     |                          |                                 |                          |
|--------------------------|-----------------|--------------------------|---------------------|--------------------------|---------------------------------|--------------------------|
| <input type="checkbox"/> | view the images | <input type="checkbox"/> | copy of the images* | <input type="checkbox"/> | transcription of the<br>images* | <input type="checkbox"/> |
|--------------------------|-----------------|--------------------------|---------------------|--------------------------|---------------------------------|--------------------------|

**FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

|                                                                                          |                                              |  |                                                               |  |                                                                |
|------------------------------------------------------------------------------------------|----------------------------------------------|--|---------------------------------------------------------------|--|----------------------------------------------------------------|
| 3. If record consists of recorded words or information which can be reproduced in sound: |                                              |  |                                                               |  |                                                                |
|                                                                                          | listen to the soundtrack<br>(audio cassette) |  | transcription of soundtrack*<br>(written or printed document) |  |                                                                |
| 4. If record is held on computer or in an electronic or machine-readable form:           |                                              |  |                                                               |  |                                                                |
|                                                                                          | printed copy of record*                      |  | printed copy of information<br>derived from the record*       |  | copy in computer<br>readable form*<br>(stiffy or compact disc) |

|                                                                                                                                                  |     |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| *If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?<br>Postage is payable. | YES | NO |
| Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.     |     |    |
| In which language would you prefer the record?                                                                                                   |     |    |

**G. Notice of decision regarding request for access**

|                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at ..... this day ..... of ..... year .....

.....  
SIGNATURE OF REQUESTER /  
PERSON ON WHOSE BEHALF REQUEST IS MADE



REPUBLIC OF SOUTH AFRICA

## FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))  
[Regulation 10]

### A. Particulars of private body

The Head:

**B. Particulars of person requesting access to the record**

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Capacity in which request is made, when made on behalf of another person:

**C. Particulars of person on whose behalf request is made**

This section must be completed **ONLY** if a request for information is made on behalf of another person.

[illegible]



**FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

**D. Particulars of record**

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

**1. Description of record or relevant part of the record:**

.....

.....

.....

.....

**2. Reference number, if available:**

.....

.....

.....

.....

**3. Any further particulars of record:**

.....

.....

.....

.....

**E. Fees**

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

**Reason for exemption from payment of fees:**

.....

.....

.....

.....

**FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

**F. Form of access to record**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

|                                                                                                                                                                                                                                                                                                                                                                                                                               |                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Disability:                                                                                                                                                                                                                                                                                                                                                                                                                   | Form in which record is required: |
| Mark the appropriate box with an X.                                                                                                                                                                                                                                                                                                                                                                                           |                                   |
| NOTES:<br>(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.<br>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.<br>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested. |                                   |

|                                                                                                                                                   |                                           |  |                                                            |  |                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--|------------------------------------------------------------|--|----------------------------------------------------------|
| <b>1. If the record is in written or printed form:</b>                                                                                            |                                           |  |                                                            |  |                                                          |
|                                                                                                                                                   | copy of record*                           |  | inspection of record                                       |  |                                                          |
| <b>2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</b> |                                           |  |                                                            |  |                                                          |
|                                                                                                                                                   | view the images                           |  | copy of the images*                                        |  | transcription of the images*                             |
| <b>3. If record consists of recorded words or information which can be reproduced in sound:</b>                                                   |                                           |  |                                                            |  |                                                          |
|                                                                                                                                                   | listen to the soundtrack (audio cassette) |  | transcription of soundtrack* (written or printed document) |  |                                                          |
| <b>4. If record is held on computer or in an electronic or machine-readable form:</b>                                                             |                                           |  |                                                            |  |                                                          |
|                                                                                                                                                   | printed copy of record*                   |  | printed copy of information derived from the record*       |  | copy in computer readable form* (stiffy or compact disc) |

|                                                                                                                                                  |     |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| *If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?<br>Postage is payable. | YES | NO |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|

**G. Particulars of right to be exercised or protected**

If the provided space is inadequate, please continue on a separate folio and attach it to this form.  
**The requester must sign all the additional folios.**

1. Indicate which right is to be exercised or protected:

.....

.....

.....

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

.....

.....

.....



FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at ..... this day ..... of ..... year .....

.....  
SIGNATURE OF REQUESTER /  
PERSON ON WHOSE BEHALF REQUEST IS MADE



Appendix C

**FORM 1 - OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION  
IN TERMS OF SECTION 11(3) OF POPIA**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018**

[Regulation 2]

*Note:*

1. *Affidavits or other documentary evidence as applicable in support of the objection may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

| A                                                                 | DETAILS OF DATA SUBJECT      |
|-------------------------------------------------------------------|------------------------------|
| Name(s) and surname/<br>registered name of data<br>subject:       |                              |
| Unique Identifier/ Identity<br>Number                             |                              |
| Residential, postal or<br>business address:                       |                              |
|                                                                   |                              |
|                                                                   |                              |
|                                                                   | Code (     )                 |
| Contact number(s):                                                |                              |
| Fax number / E-mail<br>address:                                   |                              |
| B                                                                 | DETAILS OF RESPONSIBLE PARTY |
| Name(s) and surname /<br>Registered name of<br>responsible party: |                              |
| Residential, postal or<br>business address:                       |                              |
|                                                                   |                              |
|                                                                   | Code (     )                 |
| Contact number(s):                                                |                              |
| Fax number/ E-mail address:                                       |                              |

| C | REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection) |
|---|---------------------------------------------------------------------------------------------------------------|
|   |                                                                                                               |
|   |                                                                                                               |
|   |                                                                                                               |
|   |                                                                                                               |
|   |                                                                                                               |
|   |                                                                                                               |
|   |                                                                                                               |

Signed at ..... this ..... day of ..... 20.....

.....

Signature of data subject / designated person

Appendix D

FORM 2

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 3]

Note:

1. Affidavits or other documentary evidence as applicable in support of the request may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

Mark the appropriate box with an "x".

Request for:

☐

Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

| A                                                           | DETAILS OF THE DATA SUBJECT  |
|-------------------------------------------------------------|------------------------------|
| Name(s) and surname / registered name of data subject:      |                              |
| Unique identifier/ Identity Number:                         |                              |
| Residential, postal or business address:                    |                              |
|                                                             |                              |
|                                                             | Code (      )                |
| Contact number(s):                                          |                              |
| Fax number/E-mail address:                                  |                              |
| B                                                           | DETAILS OF RESPONSIBLE PARTY |
| Name(s) and surname / registered name of responsible party: |                              |
| Residential, postal or business address:                    |                              |
|                                                             |                              |
|                                                             | Code (      )                |

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fax number/ E-mail address: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| C                           | INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| D                           | <p>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and/or</p> <p>REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN.</p> <p><i>(Please provide detailed reasons for the request)</i></p> |
|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

Signed at ..... this ..... day of .....20.....

.....  
Signature of data subject/ designated person









This PAIA Manual of FIVE POINT STEEL PTY LTD is approved and signed by the CEO on this day of 06 June 2022

---

**Mr. Muhammed Naasif Darsot**

**FIVE POINT STEEL PTY LTD**



