

PAIA Manual

PROMOTION OF ACCESS TO INFORMATION MANUAL FOR

B J DIGITAL PRINTERS VAAL (PTY) LTD

2016/483051/07

15 February 2022

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Introduction

BJ DIGITAL PRINTERS VAAL (PTY) LTD was established in 2016 and is a company that offers printing and designing. We offer a wide variety of solutions from Large format Digital printing as well as Digital and Litho paper printing all to corporate identity, branding and Embroidery.

The company is situated in Three Rivers Vereeniging.

The manual will be updated on a regular basis in accordance with the requirements of section 51(2) of the PAIA.

2. Contact details

The Managing Director of **B J DIGITAL PRINTERS VAAL (PTY) LTD** is:

MR. J.J. JACOBS

MR. J.J. JACOBS is the head of the company and is the person to whom requests for access to records should be addressed. **MR. J.J. JACOBS** contact details are as follows:

Physical address:

41 SPEY DRIVE

THREE RIVERS

VEREENIGING

1929

Postal address:

41 SPEY DRIVE

THREE RIVERS

VEREENIGING

1929

Telephone: 083 955 2240

Telefax: N/A

Email: vaal@bjdigitalprinters.co.za

3. Section 10 Guide on how to use the PAIA

The Human Rights Commission (“the Commission”) has, in terms of section 10 of the PAIA, published a Guide (“the Guide”) to assist persons wishing to exercise any rights in terms of the PAIA.

The Guide may be obtained from the Commission. Any person wishing to obtain the Guide may either access it through the Commission’s website at www.sahrc.org.za or should contact:

PAIA Unit
Research and Documentation Department

Postal address
Private Bag 2700
Houghton
2041

Telephone: (011) 484-8300
Telefax: (011) 484-7146
Email: PAIA@sahrc.org.za

4. Records available In terms of any other legislation

Certain records of **B J DIGITAL PRINTERS VAAL (PTY) LTD** are available in terms of legislation other than PAIA. The specific records which are available in terms of such legislation are set out therein and these records may in certain instances only be accessed by the persons specified in the relevant legislation. The legislation is as follows:

- Basic Conditions of Employment Act, Act No. 75 of 1997
- Companies Act, Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993
- Credit Agreements Act, Act No. 75 of 1980
- Currency and Exchanges Act, Act No. 23 of 1987
- Employment Equity Act, Act No. 55 of 1998
- Income Tax Act, Act No. 58 of 1962
- Labour Relations Act, Act No 66 of 1995
- Occupational Health and Safety Act, Act No. 85 of 1993
- Patents Act, Act No. 57 of 1978
- Skills Development Act, Act No. 97 of 1998
- Skills Development Levies Act, Act No. 9 of 1999
- Trade Marks Act, Act No. 194 of 1993
- Unemployment Insurance Act, Act No. 63 of 2001
- Unemployment Insurance Contributions Act, Act No. 4 of 2002
- Value Added Tax Act, Act No. 89 of 1991

5. Description of the subjects on which B J DIGITAL PRINTERS VAAL (PTY) LTD hold records and the categories of records held on each subject

Categories of records	Description of records held
<u>Finance</u>	Financial statements
	Debtors records
	Financial and economic manual
	Banking records
	Bank statements
<u>Human Resources</u>	Employment contracts
	Personnel records including personal details, disciplinary records and performance records
	Employee tax information
	Records of Unemployment Insurance Fund contributions
	Payroll records
	Health and safety records
	Disciplinary code and procedure
<u>Products</u>	Product lists
<u>Sales and Distribution</u>	Client register
	Records of orders
	Records of product sales
	Correspondence with clients
<u>Purchasing</u>	Supplier lists and details of suppliers
	Purchase order vouchers
<u>Information Technology</u>	Computer software
<u>Insurance</u>	Records regarding group life assurance and disability income protection
	Records regarding Insurance in respect of movable property
	Records regarding Insurance in respect of immovable property

6. Categories of records which are available without request

No notices have been published by the Minister in terms of section 52(2) of the PAIA.

7. Request procedure in terms of the PAIA

A request for access to records held by **BJ DIGITAL PRINTERS VAAL (PTY) LTD** in terms of section 50 of the PAIA must be made on the form contained in the Regulations Regarding the Promotion of Access to Information (Form C). A copy of the form is attached as Annexure A to this manual. The request must be made **BJ DIGITAL PRINTERS VAAL (PTY) LTD** at its address, telefax number or email address, specified in paragraph 2 above.

A person or entity requesting access to records (“a requester”) must provide sufficient detail on the prescribed form to allow **BJ DIGITAL PRINTERS VAAL (PTY) LTD** to identify the record or records which have been requested and the identity of the requester. If a request is made on behalf of another person or entity, the requester must submit details and proof of the capacity in which the requester is making the request, which must be reasonably satisfactory to **BJ DIGITAL PRINTERS VAAL (PTY) LTD**. The requester is also required to indicate the form of access to the relevant records that is required, and to provide his, her or its contact details in the Republic of South Africa.

The requester is required to identify the right that he, she or it is seeking to exercise by accessing records held by **BJ DIGITAL PRINTERS VAAL (PTY) LTD** and to explain why the particular record or records requested is required for the exercise or protection of that right.

BJ DIGITAL PRINTERS VAAL (PTY) LTD is required to inform a requester in writing of its decision in relation to a request. If the requester wishes to be informed of **BJ DIGITAL PRINTERS VAAL (PTY) LTD** decision in another manner as well, this manner must be set out in the request and the relevant details included to allow **BJ DIGITAL PRINTERS VAAL (PTY) LTD** to inform the requester in the preferred manner.

8. Fees payable

A request fee of R50.00 is payable by a requester, other than a requester who is seeking access to a record containing personal information about him, her or itself. This request fee may be paid at the time a request is made, or the person authorised to deal with such requests on **BJ DIGITAL**

PRINTERS VAAL (PTY) LTD behalf may notify the requester to pay the request fee before processing the request any further. A requester may make an application to Court against the payment of the request fee.

A requester whose request for access to a record or records held by **BJ DIGITAL PRINTERS VAAL (PTY) LTD** is granted is also required to pay an access fee for the reproduction of the record or records, and for the search for and the preparation of the records for disclosure. **BJ DIGITAL PRINTERS VAAL (PTY) LTD** is entitled to withhold a record until the required access fees have been paid. The access fees which are payable are as follows:

	Action taken	Fee
1.	Photocopy of an A4-size page or part thereof	R1.50
2.	Printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R1.00
3.	For a copy in a computer-readable form on compact disc	R100.00
4.	Transcription of visual images, for an A4-size page or part thereof	R40.00
5.	Copy of visual images	R60.00
6.	Transcription of an audio record, for an A4-size page or part thereof	R40.00
7.	Copy of an audio record	R40.00

In addition, if the search for and preparation of the record or records requested takes more than six hours, **BJ DIGITAL PRINTERS VAAL (PTY) LTD** may charge R50.00 for each hour or part thereof which is required for the search for and preparation of the records.

If **BJ DIGITAL PRINTERS VAAL (PTY) LTD** is of the opinion that the search for and the preparation of the records requested will require more than six hours **BJ DIGITAL PRINTERS VAAL (PTY) LTD** is entitled to ask for a deposit of one third of the access fees which will be payable in respect of the records requested by the requester. The requester may make an application to Court against the payment of this deposit. If a deposit is made and access to the records requested is subsequently refused, the deposit will be repaid to the requester.

9. Other information as prescribed The Minister of Justice and Constitutional Development has not prescribed that any further information must be contained in this manual.

ANNEXURE A

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.*

Full names and surname: _____

Identity number: _____

Postal address: _____

Attention: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

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

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.**

Description of record or relevant part of the record: _____

Reference number, if available: _____

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. 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.**

Indicate which right is to be exercised or protected: _____

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

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 _____ 20__

This Manual was prepared by Eleos Administration (Pty) Ltd on:

15 February 2022

Eleos Administration (Pty) Ltd

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