

**PROMOTION OF ACCESS TO INFORMATION ACT
(ACT No. 2 of 2000)**

**PAIA MANUAL
OF AFRICA AUTOMOTIVE HOLDINGS
(REGISTRATION NUMBER: 2023/277064/07)
("the Company")**

in terms of the Promotion of Access to Information Act 2 of 2000 ("the Act")

TABLE OF CONTENTS

1.	Definitions	Page 3
2.	Introduction	Page 3
3.	Contact Person and Address Details of the Company	Page 3
4.	Guide In Terms Of Section 10 Of The Act	Page 4
5.	Categories of Records Available	Page 5
6.	Access To Records	Page 7
7.	Procedure For Requesting Access To Information	Page 7
8.	Processing Of Personal Information	Page 7
9.	Categories Of Data Subjects And Their Personal Information	Page 8
10.	Categories Of Recipients For The Processing Of Personal Information	Page 8
11.	Actual Or Planned Trans-Border Flows Of Personal Information	Page 9
12.	General Description Of Information Security Measures	Page 9
13.	Availability Of The Manual (Section 51(3) Of The Act)	Page 9
14.	Forms	Page 10

1. DEFINITIONS:

1.1 The following words will bear the following meaning in this manual:

- 1.1.1 "the Act" means the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
- 1.1.2 "the Company" means **AFRICA AUTOMOTIVE HOLDINGS (Pty) Ltd, Registration Number 2023/277064/07;**
- 1.1.3 "Manual" shall mean this manual together with all annexures thereto, as available at the offices of the Company and on the Company's website;
- 1.1.4 "SAHRC" shall mean the South African Human Rights Commission;
- 1.1.5 "Information Officer" means the Information Officer appointed by the Association from time to time, whose details are included under clause 3 below, to which requests for information in terms of the Act should be addressed.

2. INTRODUCTION

- 2.1 The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from the Company as contemplated in terms of the Act.
- 2.2 The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public.
- 2.3 Any requestor is advised to contact the Information Officer should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from the Company.

3. CONTACT PERSON AND ADDRESS DETAILS OF THE COMPANY

3.1 The Company hereby appoints in terms of Section 51(1)(a) of the Act the below named individual as the information officer to ensure the Act is complied with:

Contact Person: Bevan Nel
Information officer

Postal Address: P O Box 5042
Dainfern North
Johannesburg
Gauteng
2055

Physical Address: Block A Infinity Business Park
4 Pieter Wenning Road
Fourways
Gauteng

2091
Telephone Number: 0100060449
Email: Bevan@ldvauto.co.za
Web address: www.ldvauto.co.za

4. GUIDE IN TERMS OF SECTION 10 OF THE ACT

- 4.1 In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC. This guide was published in the first half of 2005 and access to it (and any amendments thereto) can be found on the website of the South African Human Rights Commission at www.sahrc.org.za.

Details: South African Human Rights Commission
PAIA Unit
The research and documentation department

Postal address: Private Bag 2700
Houghton 2041

Address: 33 Hoof Street, Braamfontein

Telephone: +27 11 877 3600

Fax: +27 11 403 0625

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

E-mail (general): info@sahrc.org.za

E-mail (complaints) complaints@sahrc.org.za

With regards to the processing of personal information, queries or complaints can be addressed to the Information Regulator, the details of which are listed below:

Details: The Information Regulator

Postal Address: P O BOX 31533
BRAAMFONTEIN
2017

Website: info regulator.org.za

Email address (general): enquiries@info regulator.org.za

5. CATEGORIES OF RECORDS AVAILABLE

- 5.1 Records are available in accordance with current South African legislation, to the extent that the relevant statute makes disclosures of records compulsory. The below records, insofar as it being of a public nature are available automatically without a person having to request access thereto in term of the Act, as envisaged in Section 52.
- 5.2 The Company shall keep information/documents in accordance with the following legislation (please note that this is not an exhaustive list):

Category of Records	Applicable Legislation
Acts	Insolvency Act, No. 24 of 1936 (Section 134 and 155); Pension Funds Act, No. 24 of 1956; Income Tax Act, No. 58 of 1962 (Section 75); Protection of Personal Information Act No. 4 of 2013; Basic Conditions of Employment Act No. 75 of 1997; Companies Act, No. 71 of 2008; Copyright Act, No. 98 of 1978; Trade Marks Act, No. 194 of 1993; Regional Services Councils Act, No. 109 of 1985; Value Added Tax Act, No. 89 of 1991 (Section 65); Occupational Health and Safety Act, No. 85 of 1993; Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993 (Section 97); Labour Relations Act, No. 66 of 1995; Basic Conditions of Employment Act, No. 75 of 1997 (Section 31); Employment Equity Act, No. 55 of 1998 (Section 26); Skills Development Act, No. 97 of 1998; Medical Schemes Act, No. 131 of 1998;

	Skills Development Levies Act, No. 9 of 1999; and Unemployment Insurance Act, No. 63 of 2001.
--	--

5.3 The following categories of records are available without a person having to request access in terms of the Act:

Category of Records	
Statutory Records – All Companies	<ul style="list-style-type: none"> • Memorandum of Incorporation • Certificate of Incorporation • Register of Directors • CoR prescribed forms
Corporate Communications	<ul style="list-style-type: none"> • Press Releases • Brochures and promotional literature giving information of products and services
Human resources	<ul style="list-style-type: none"> • Employment equity returns • Work skills development plan
Company Investments	<ul style="list-style-type: none"> • List of Subsidiary companies
Employee Benefits	
Auditors	<p>The Company's Auditors are</p> <p>_____</p> <p>situated at</p> <p>_____</p> <p>_____</p>
	Information available on the Company's website(s).

5.4 Documents / Information Held By The Company In Terms Of (Section 51(1)(e) Of The Act)

5.4.1 The Company holds the information / documents listed herein below details relating to the operational, commercial, and financial interests of the Company:

Category	Records
Administration:	Operating Licences Minutes of meetings of the boards of directors Minutes of Management meetings Correspondence

Human resources:	Employment Contracts Employment Equity Plan (if applicable) Disciplinary Records Salary Records Disciplinary Code Leave Records Policies Training Records Training Manuals Personal information of past, present and prospective employees, and partners / directors
Operations:	Client data base (personal information of clients, commercial and financial information, information on contemplated, existing, and past business transactions, information on agreements, proposals, and intellectual property of such clients) Production Records Legal agreements and commercial contracts Insurance Policies
Finance:	Bank and other reconciliations Budget Financial Statements Management Accounts Accounting Records Annual Financial Statements Invoices Payment files Delivery Notes Receipt Books Statutory Returns

5.4.1.1 Certain of the abovementioned records are of a confidential nature and are only accessible to authorised persons.

5.4.1.2 None of the information held by the Company is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

6. ACCESS TO RECORDS

6.1 A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

7. PROCEDURE FOR REQUESTING ACCESS TO INFORMATION:

7.1 A requester must comply with the procedural requirements as set out in the Act relating to a request for access to a record. The relevant attached form must be completed and sent to the information officer.

8. PROCESSING OF PERSONAL INFORMATION:

8.1 Purpose of processing:

8.1.1 Subject to all applicable law the Company uses the Personal Information in its possession as follows:

8.1.1.1 Providing quotes to clients;

- 8.1.1.2 Engaging with and responding to client/prospective client queries;
- 8.1.1.3 Processing applications for product quotes/services;
- 8.1.1.4 Verifying client/prospective client's identities;
- 8.1.1.5 Improving the Company's products/services by analysing it for trends;
- 8.1.1.6 Inviting clients/prospective clients to attend events held by the Company;
- 8.1.1.7 Sending clients/prospective clients updates on the latest developments in the Company products and/or services;
- 8.1.1.8 Sending clients/prospective clients marketing material (including electronic communications) relating to products/services;
- 8.1.1.9 Managing a database of clients/prospective clients;
- 8.1.1.10 Staff administration;
- 8.1.1.11 Keeping of accounts and records;
- 8.1.1.12 Complying with tax and applicable laws;
- 8.1.1.13 Any other relevant purpose in terms of any applicable law, code or standard.

9. CATEGORIES OF DATA SUBJECTS AND THEIR PERSONAL INFORMATION

Data Subject Category	Personal Information Processed
Natural Persons	Names; contact details; physical and postal addresses; date of birth; identity number; passport number; tax related information; nationality; gender; confidential correspondence.
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 ; authorised signatories , ultimate beneficial owners
Contracted Service Providers	Names of contact persons; Name of Legal Entity; Physical and Postal address; contact details; Financial Information ; Registration Number, Founding documents; tax related information; authorised signatories, ultimate beneficial owners
Employees, Board and Committee Members	Member Gender; Marital Status, Ethnicity; Age; Home Language, Education information, Financial Information, Employment History, identity number; Physical and Postal address ; Contact details, Opinions , Criminal behaviours, well being

10. CATEGORIES OF RECIPIENTS FOR THE PROCESSING OF PERSONAL INFORMATION

- 10.1 The Company may supply the Personal Information to service providers render the following services:
- 10.1.1 Capturing and organising of data;
 - 10.1.2 Storage of data;
 - 10.1.3 Sending of emails and other correspondence to stakeholders;
 - 10.1.4 Conducting due diligence checks;

- 10.1.5 Assistance in product/service delivery;
- 10.1.6 Assistance in Administration.

11. ACTUAL OR PLANNED TRANS-BORDER FLOWS OF PERSONAL INFORMATION

- 11.1 There are no planned transborder flows of information and all information will be stored in a secured cloud within South Africa.
- 11.2 The Company may from time to time have foreign-based clients and/or use foreign based service providers to provide its products and/or services. The Company may also be required to share personal information with foreign -based regulators on an ad-hoc basis.

12. GENERAL DESCRIPTION OF INFORMATION SECURITY MEASURES

- 12.1 All data received and sent using electronic methods is data encrypted;
- 12.2 Computer systems have anti-virus and anti-malware software installed to prevent unauthorised access.
- 12.3 Data access is only accessible by providing passwords;
- 12.4 All hard copy data is managed securely while on site and while being transported using protocols and standard operating procedures designed to prevent unauthorised access.
- 12.5 Any information processed and not required is destroyed by cross shredding on site.
- 12.6 Outsourced service providers who process personal information on behalf of the Company are contracted and audited to implement security control.
- 12.7 Confidentiality and non-disclosure agreements.
- 12.8 Secure access control.

13. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

- 13.1 This manual is available for inspection, on at the offices of the Company and on the Company website, free of charge.

14. FORMS

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: _____

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:

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
--------------------------	----------------	--------------------------	----------------------

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 the images *	<input type="checkbox"/>	transcription of the images*
--------------------------	-----------------	--------------------------	-------------------	--------------------------	------------------------------

3. If record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/>	listen to the soundtrack (audio file)	<input type="checkbox"/>	transcription of soundtrack* (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 derived from the record*	_____	copy in computer readable form*
-------	----------------------------	-------	---	-------	--

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? 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:

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 _____ on this _____ day of _____ 20_____.

(signature of requester / person on whose behalf request is made)

_____ *(signatory name)*
 _____ *(signatory capacity)*
 _____ *(date of signature)*
 _____ *(place of signature)*