

NAME OF BUSINESS	Nepad Business Fundation NPC
REGISTRATION NUMBER	2004/030688/08
MANUAL	In terms of Section 51 of The Promotion of Access to Information Act 2 of 2000 (" PAIA ")
DATE COMPILED	25 June 2026

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1 Introduction to and the type of business we conduct

Nepad Business foundation NPC ("**we**" or "**us**" or "**our**") is a business and admin services non-profit company.

It has traded. It has six members of staff.

The Promotion of Access to Information Manual ("**Manual**") provides an outline of the type of records and the personal information we hold and it explains how you ("**requester**" or "**you**" or "**your**") could submit requests for access to these records in terms of PAIA.

A personal requester ("**personal requester**") means a requester seeking access to a record containing personal information about himself/herself.

The Manual does not explain how to access or object to personal information held by us, or to request the correction thereof in terms of the Protection of Personal Information Act 4 of 2013 ("**POPIA**").

PAIA and POPIA give effect to the constitutional right of individuals to access the information and records held by us as a private-sector enterprise. A request for access can be made by following the prescribed procedures and at the rates provided for in PAIA.

This Manual and the required forms to be used and the applicable rates payable for such access are dealt with in section 5 below.

A copy of the Manual can be obtained from us – see our contact details below.

2 The PAIA Manual and its purpose

The Manual is compiled and made available in compliance with PAIA. It provides you with the information and details that you will require for the exercise of any right you may have in terms of PAIA.

To provide sound and effective governance of our business, you should understand that:

- you are empowered and educated about your rights in terms of PAIA, but
- we may resolve not to comply with a request you may lodge as the requester.

Section 9 of PAIA provides that the right to access to information is not unlimited and is subject to certain limitations, including:

- those aimed at reasonable protection of privacy,
- commercial confidentiality,
- effective and sound governance, and
- should be exercised in a manner which balances these rights with any other rights in terms of other legislation, including the Bill of Rights outlined in the Constitution.

The Manual has been compiled based upon the generic manual provided by the South African Information Regulator (“SAIR”).

3 Contact details – Section 51(1)(a) of PAIA

Our contact details are as follows:

Company Secretary and Information Officer and Representative in South Africa	Mr
Street Address:	44 Ravenshill Estate Turley Road Lonehill 2191 Johannesburg
Postal Address:	PO Box 2404 Cramerview 2060
Telephone:	083 261 4559
Fax:	086 630 4292
eMail:	office@consulting.co.za
Website:	None

4 The Section 10 Guide – Section 51(1)(b) of PAIA

PAIA grants you, the requester, the right to request access to our records if the record is required by you to exercise or protect any of your rights.

If a public body files such a request with us, it must do so while acting in the public interest.

Requests for access must be made in terms of PAIA and using the prescribed procedures and form, at the rates provided – see section 5 below.

You are also referred to the Guide published by the SAIR in terms of Section 10 of PAIA (“**Guide**”), outlining information and details you may require for exercising your rights.

The Guide can be obtained from the SAIR whose contact details are as follows:

Postal Address:	Private Bag 2700 Houghton 2014
Telephone:	+27 11-877 3600
Website	www.sahrc.org.za
Fax:	+27 11 403 0625

5 Applicable legislation – Section 51(1)(c) of PAIA

Records are available in terms of the following legislation applicable to our business:

• Companies Act 71 of 2008 as amended
• Competition Act 71 of 2008
• Constitution of the Republic of South Actica 2008
• Consumer Protection Act 68 of 2008
• Copyright Act 98 of 1978
• Electronic Communications Act 36 of 2005
• Electronic Communications and Transaction Act 25 of 2002
• Employment Equity Act 55 of 1998
• Financial Intelligence Centre Act 38 of 2001
• Income Tax Act 58 of 1962
• Insolvency Act 24 of 1936
• Intellectual Property Laws Act 38 of 1997
• Leases of Land Act 18 of 1969
• National Credit Act 34 of 2005
• National Environmental Management Act 107 of 1998
• Prescription Act 68 of 1969
• Prevention of Organised Crime Act 121 of 1998
• Prevention and Combating of Corrupt Activities Act 12 of 2004
• Promotion of Access to Information Act 2 of 2000
• Protected Disclosures Act 26 of 2000
• Protection of Personal Information Act 4 of 2013
• Short-term Insurance Act 53 of 1998
• Trademarks Act 194 of 1993
• Value Added Tax Act 89 of 1991

6 Notice of information available without request – Section 52(2) of PAIA

We have not published any notice regarding the categories of records that are available without a requester having to request access in terms of PAIA.

7 Schedule of information available without request – Section 51(1)(c) of PAIA

All records or information published by us in the media are available without any request.

Other non-confidential records and information, such as statutory records maintained at CIPC, can also be accessed with a request directed either directly at CIPC, or from our Information Officer.

A requester will, however, have to schedule an appointment with our Information Officer for such purpose.

8 Schedule of records only available upon request – Section 51(1)(d) of PAIA

The following categories of records and information are considered to be confidential and are only available upon the filing of a request in terms of PAIA.

8.1 Clients

Our clients include individuals and legal entities who do business with us.

The following types of records could be held by us, being details:

- provided as requested from time to time
- provided to third parties acting on our behalf
- provided by third parties
- generated by us as part of our contractual deliverable to a client
- of transactional records
- required to create or amend the record of a client in our systems

8.2 Corporate & Administration

The following types of corporate or administrative records could be held by us:

- Financial
- Annual financial statements
- Operational
- Database and systems
- IT
- Projects
- Customer Relationships

8.3 Correspondence

The following types of correspondence records could be held by us:

- Projects and services
- Statutory
- Policies and procedures

8.4 Third Parties

Records and information relating to the sub-sections 8.1 to 8.4 are held by third parties.

Records and information held by us which relate to third parties, such as:

- Financial records
- Correspondence
- Contracts
- Records provided by other third parties

These records could relate to one or more of the following:

- Joint ventures
- Subsidiaries / holding companies
- Service providers
- Contractors

8.5 Records available in terms of other legislation – Section 51(1)(d) of PAIA

We may hold records and information in terms of legislation detailed under section 5 above.

Subject to the provisions of the applicable Act, we may disclose to you such records and information in our possession upon your filing of a request for access in terms of PAIA.

9 Form of request for access – Section 51(1)(e) of PAIA

You are required to:

- Comply with all the procedural requirements contained in PAIA relating to the completion and filing of a request to access a record or information,
- Complete the prescribed form attached as Annexure "A" and submit it together with payment of a request fee and a deposit, if applicable, to our Information Officer,
- Indicate which form of access is required,
- Specify a postal address within the Republic,

- Provide the reasons, or to state that you require the records or information to exercise or protect a right, including what the nature of such right is and why it is required to access the requested document or information – see the provisions of Section 53(2)(d).
- Complete the prescribed form with sufficient details to enable the Information Officer to
 - Identify the record(s) requested, and
 - Consider to grant or refuse the request.

10 Refusal of your request to access documents or information in terms of Section 56

We are entitled to refuse a request for access to a document or information, the grounds for which could be one or more of the following:

- Protecting the privacy of a third party,
- Protecting personal information in terms of POPIA,
- Protection of the commercial interests/information of a third party,
- Information disclosed to us in confidence by a third party
- Protection of confidential information of a third party(s) in terms of contractual arrangements
- Protection of the safety of individuals
- Protection of property
- Protection of records and information which would be regarded as privileged in a legal proceeding.
- Our trade secrets and strategies
- Financial, commercial, scientific and technical information & records where disclosure thereof
- Is likely to cause us harm
- could place us in a disadvantageous position during negotiations or against our competitors
- All matters, records, systems, computer solutions which we own and which are protected by copyright.
- Frivolous or vexatious requests,
- Requests which would involve an unreasonable amount of effort or resources to extract.

11 Our resolution to grant access or otherwise

Within 30 (thirty) days from the date of receipt of a request to access a document or information, we shall:

- Resolve to either grant or decline your request, and
- Notify you of the reasons for a decision to decline such decision, if applicable.

12 Recourse available to you

The recourses available to you, if we have declined to grant your request for access, are:

- Internal to our business
 - Lodging an appeal with motivation with the Information Officer within 30 (thirty) days from the date of receipt of our notification that your request for access was declined.
- External
 - Applying to a court of law for relief.

13 Fees payable by a requester

A schedule of fees payable by the requester or a personal requester when submitting a request to access documents or information of our business is available as Annexure "B" hereto.

14 Where you can obtain a copy of the Manual

A copy of this Manual is available on our website.

I, the undersigned, Bernardus Hermanus Pieters, being the Information Officer of the business known as Maroela Estates (Pty) Ltd, hereby confirm that the contents of this Manual as initialled by me is accurate as at the date of signature.

Signed at Lonehill _____
