

SPECIALISED AQUATIC FEEDS (PTY) LTD

PAIA MANUAL

TABLE OF CONTENT

Introduction.....	3
Availability of the manual.....	3
Contact details.....	3
Records available in terms of the legislation.....	4
Categories of the information held by SAF.....	4
Request process.....	5
Request fee.....	6
Appendix A: The request form.....	6
Appendix B: The prescribed fee.....	6



1. Introduction

Specialised Aquatic Feeds (Pty) Ltd or “We” refers to SAF, a registered company in The Republic of South Africa.

Company details:

Member companies	Address	Information officer
<ul style="list-style-type: none"> • Abagold limited (Holding Company) • Specialised Aquatic Feeds (Pty)Ltd 	Cnr. Church & Still St, Hermanus, 7200	Phindile Kubheka- Financial Officer Tracey Giles- Procurement Manager

We are committed to compliance with the directives of the South African Constitution and national legislation.

This manual was compiled in accordance with the Promotion of Access to Information Act (PAIA) No. 2 of 2000 and to address the requirements of the Protection of Personal Information Act (POPIA) No. 4 of 2013

PAIA and POPIA give effect to section 32 of the South African Constitution, which focuses on the right to access information i.e., everyone has the right of access to information held by the state or a private body to enforce a culture of transparency and accountability.

Section 51 of POPIA requires that SAF, as a private body compile a manual giving information to the public regarding the records held and the procedures to be followed in requesting information Income Tax Act 58 of 1962

2. AVAILABILITY OF THE MANUAL

The manual is available our:

- [our website](https://www.specialisedaquaticfeeds.co.za/)

<https://www.specialisedaquaticfeeds.co.za/>

- **SAF PREMISES**

- Physical address: cnr of church & stil Road
Hermanus
7200

3. CONTACT DETAILS

- Physical address: cnr of church & stil Road
Hermanus
7200

- Postal address: PO Box 1291,
Hermanus,
7200
- Email address: info@abagold.co.za
- Telephone number: +27 (0)28 313 0253
- Fax number: +27 (0)28 312 2194
- Website: <https://www.specialisedaquaticfeeds.co.za/>

4. RECORDS AVAILABLE IN TERMS OF LEGISLATION

SAF keeps information and records in accordance with the following legislation, which includes, but is not limited to the following legislation

1. Basic Conditions of Employment Act 75 of 1997
2. Compensation for Occupational Injuries and Diseases Act 130 of 1993
3. Companies Act No. 71 of 2008
4. Income Tax Act 58 of 196
5. Labour Relations Act 66 of 1995
6. Skills Development Levies Act 9 of 1999
7. Unemployment Insurance Act 63 of 2001
8. Value Added Tax Act 89 of 1991
9. Employment Equity Act 55 of 1998
10. Consumer Protection Act 2008

5.CATERGORIES OF THE INFORMATION HELD AT ABAGOLD LTD (Holding Company)

BUSINESS INFORMATION

1. Documents of Incorporation
2. Memorandum of Incorporation
3. Minutes of Board of Directors meetings
4. Records relating to the appointment of directors/ auditor / secretary / public officer / and other officers
5. Share Register and other statutory registers

FINANCIAL RECORDS

1. Annual Financial Statements
2. Tax Returns
3. Accounting records
4. Asset Register
5. Rental Agreements
6. Invoices
7. General correspondence
8. Banking Records Bank Statements Paid Cheques Electronic banking records
9. Contracts

INCOME TAX RECORDS

1. PAYE Records
2. Documents issued to employees for income tax purposes
3. Records of payments made to SARS on behalf of employees

All other statutory compliances: -

4. VAT - Regional Services Levies - Skills Development Levies
5. UIF
6. Workmen's compensation, etc...

HUMAN RESOURCES

1. Employment contracts

- 2. Employment equity plan**
- 3. Pension fund records**
- 4. Disciplinary records**
- 5. Salary records**
- 6. SETA records**
- 7. Disciplinary Records**
- 8. Abagold Induction manual**
- 9. Training records**
- 10. Training manuals**
- 11. Leave records**

CLIENT SERVICE RECORDS

- 1. Proposal and Tender Documents**
- 2. Project plan Records**
- 3. Risk management records**
- 4. Findings and Recommendation reports**
- 5. Client Contracts**
- 6. Client business information**
- 7. Investigative Material**
- 8. Legal Documentation**

6.REQUEST PROCESS

An individual who requests access to records must complete the necessary request form, as set out in Appendix A, and the completed form must be marked for the attention of the Information Officer and sent to:

- SAF email
- SAF postal address

The following should be detailed in the form:

- The requester must indicate which form of access is required.
- Identify the right that is sought to be exercised or protected.
- Provide an explanation of which the requested record is required for the exercise or protection of that right and,
- Provide proof of the capacity in which the requester is requesting the information- Proof of identification of the requestor (and related third parties acting on behalf of the requestor) must be provided on submitting the request form.

An initial response to a request may take up to 30 days from the date of receipt. The Information Officer may extend the period by an additional 30 days depending on the complexity of the request requirements. If access to a record/information is granted, the requestor will be notified and will include the following:

- An indication of the access fee that should be paid upon gaining access (if any).
- An indication of the form in which the access will be granted.

If access to a record/information is denied, the requestor will be notified, and we will include the following:

- Adequate reasons for the refusal.
- Advice on how to lodge an application against the refusal with a court, once the Requestor has exhausted all available remedies with SAF.

6.1 REQUEST FEES

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fees. Any other requester who is not a personal requester must pay the required fee before further processing of the request in terms of S54 of the Act. Which includes a fee related to search of, preparation of, and reproduction of the document thereof.

7. APPENDIX A: REQUEST FORM DETAILS

The application form can be obtained from

http://www.justice.gov.za/forms/paia/J752_paia_Form%20C.pdf

8. Appendix B: The prescribed fee

The prescribed fees was published by the Minister of Justice and Constitutional Development in the Government Gazette No. 23119, General Notice No. 187 of 15 February 2002. The prescribed fee form can be obtained from

<https://www.justice.gov.za/paia/PAIA-brochure.pdf>

shall be made in the form of an Electronic Funds Transfer (EFT) to the SAF bank account. The banking details for SAF as follows

bank: ABSA Bank

account number: 406 456 1723

account name: Specialised Aquatic Feeds (Pty) Ltd

branch code: 632 005

reference: surname, name_ PAIA