



PAIA MANUAL 2025



Prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000
(as amended)

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1. LIST OF DEFINITIONS

- 1.1 “Brakecore Supply Company (Pty) Ltd” or “the company”
- 1.1 “CEO” Chief Executive Officer Deputy Information Officer
- 1.2 “DIO” Deputy Information Officer
- 1.3 “IO” Information Officer
- 1.4 “Minister” Minister of Justice and Correctional Services
- 1.5 “PAIA” Promotion of Access to Information Act No. 2 of 2000 (as Amended; Protection of Personal Information Act No.4 of 2013)
- 1.6 “POPIA” Protection of Personal Information Act No.4 of 2013
- 1.7 “Regulator” Information Regulator
- 1.8 “Republic” Republic of South Africa

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records, and the categories of records held on each subject;
- 2.3 know the description of the records of the body which are available in accordance with any other legislation;
- 2.4 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;
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.6 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;

- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.9 know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied;
- 2.10 and know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.



3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE BRAKECORE SUPPLY COMPANY (PTY) LTD

3.1. Chief Information Officer: DAMIAN DAVID MORGAN (C.E.O)

Tel: 017 8193412 EXT 201

Email: Damian@Brakecore.co.za

3.2. Deputy Information Officer: URECKA REDDY

Tel: 0178193412 EXT 213

Email: Urecka@Brakecore.co.za

3.3. Administration Manager: GLENDA COETZER

Tel: 0178193412 EXT 217

Email: Glenda@Brakecore.co.za

3.4 Access to information general contacts Email: Urecka@Brakecore.co.za

3.5 Head Office

Postal Address: P O Box 1837, Ermelo, 2350

Physical Address: 5 Oosthuise Street, Ermelo, 2351

Telephone: 017819 3412

Email: Urecka@Brakecore.co.za

Website: www.brakecore.co.za

4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

4.1. 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 comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

4.2. The Guide is available in each of the official languages and in braille.

4.3. The aforesaid Guide contains the description of-

- 4.3.2.1. the Information Officer of every public body, and
- 4.3.2.2 every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
- 4.3.3. the manner and form of a request for-
 - 4.3.3.1. access to a record of a public body contemplated in section 113;
 - 4.3.3.2. and access to a record of a private body contemplated in section 504;
- 4.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
- 4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 4.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
 - 4.3.6.1. PAIA Manual Template: Private Body an internal appeal;
 - 4.3.6.2. a complaint to the Regulator;
 - 4.3.6.3. and an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 4.3.7. the provisions of sections 145 and 516 requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 4.3.8. the provisions of sections 157 and 528 providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 4.3.9. the notices issued in terms of sections 229 and 5410 regarding fees to be paid in relation to requests for access; and
- 4.3.10. the regulations made in terms of section 9211.

4.4. 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.

4.5. The Guide can also be obtained-

4.5.1. upon request to the Information Officer;

4.5.2. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).

4.6 A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours-

4.6.1 English and Afrikaans



1. Section 17(1) of PAIA- For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.
2. Section 56(a) of POPIA- Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.
3. Section 11(1) of PAIA- A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.
4. Section 50(1) of PAIA- A requester must be given access to any record of a private body if- a) that record is required for the exercise or protection of any rights; b) c) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.
5. Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.
6. Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.
7. Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access
8. Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access
9. Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.
10. Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.
11. Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding- (a) any matter which is required or permitted by this Act to be prescribed; (b) any matter relating to the fees contemplated in sections 22 and 54; (c) any notice required by this Act; (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

5. CATEGORIES OF RECORDS OF BRAKECORE SUPPLY COMPANY (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE PRESCRIBED FORMS

The following records are available on payment of the prescribed fees for copies without completing the prescribed form in terms of the Act.

Category of Records	Types of Record	Available on our Website	Available on request
Record of Public Nature	Public Records	X	
Human Resources	Statutory and Employee Records		X
Company Specific	B-BBEE Certificate		X
	Tax Certificate		X



6. DESCRIPTION OF THE RECORDS OF BRAKECORE SUPPLY COMPANY (PTY) LTD WHICH ARE AVAILABLE TO RELEVANT PARTIES IN ACCORDANCE WITH ANY OTHER LEGISLATION

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 interested parties be intitled to such information.

Category on which the body hold records	Description of Records	Legislation applicable to Request
Human Resources	Employee Records - including leave records, training records, performance management	Basic Conditions of Employment Act No.75 of 1997 (as amended) and the labour Relations Act No. 66 of 1995 (as amended)
	Policies and Procedures	Basic Conditions of Employment Act No.75 of 1997 (as amended) and the labour Relations Act No. 66 of 1995 (as amended)
	Tax Information	Income Tax Act No.58 of 1962
Occupational Health and Safety	Occupational, Health and Safety policies, procedures and guidelines	Occupational Health and Safety Act No.85 of 1993
Compensation for Occupational Injuries and Diseases (COID)	Claim submitted in terms of COID	Compensation for Occupational Injuries and Diseases Act, No 130 of 1993
	Number of injuries on duty in a period	
	Proof of Registration	

7. DESCRIPTION OF THE SUBJECTS ON WHICH BRAKECORE SUPPLY COMPANY (PTY) LTD HOLDS RECORD AND CATEGORIES OF RECORDS ON EACH SUBJECT BY BRAKECORE SUPPLY COMPANY (PTY) LTD

Category on which the body hold records	Description of Records	Legislation applicable to Request
Strategy, plans and proposals	Annual reports, strategic plans and annual reviews	Companies Act No 71 of 2008
Human Resources	Advertisements for jobs advertised	Basic Conditions of Employment Act No 75 of 1997 (as amended)
	Employee Records:- CV & Interviews, Onboarding of Employees, Leave Records, Training Records, Records of Education and further education, Job related Memberships and Affiliations, Additional Earnings, Deductions, Tax Information, Performance Management, Offboarding of Employees	Basic Conditions of Employment Act No 75 of 1997 (as amended) and the Labour Relations Act No.66 of 1995 (as amended)
	Policies and Procedures	Basic Conditions of Employment Act No 75 of 1997 (as amended) and the Labour Relations Act No 66 of 1995 (as amended)
Occupational Health and Safety	Occupational Health and Safety policies, procedures and guidelines	Occupational Health and Safety Act No 85 of 1993

8. PROCESSING OF PERSONAL INFORMATION

8.1. Brakecore Supply Company (Pty) Ltd processes personal information (as defined in Section 1 of POPIA) for the following purposes:

- 8.1.1. Recruiting of new employees,
- 8.1.2. Employing employees to ensure compliance,
- 8.1.3. To prevent fraud,
- 8.1.4. To market products and services to clients,
- 8.1.5. To issue quotations,
- 8.1.6. To produce tax invoices,

8.2. Description of categories of data Subjects and of the information or categories of information relating thereto:

Categories of Data Subjects	Personal Information that may be Processed
Suppliers and Clients	Name, address, registration or identity numbers, VAT numbers, employment status and bank details,
Employees	Address, qualifications, gender and race,
Independent Contractors	Names, registration numbers, VAT numbers, addresses, trade secrets and bank details

8.3. The recipients or categories of recipients to whom the personal information may be supplied:

Categories of Personal Information	Recipients or categories of recipients to whom personal information may be supplied
Identity number and names for criminal checks	South African Police Services
Qualifications for qualification verifications	South African Qualifications Authority
Credit and payment history for credit information	Credit Bureaus

8.4. General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information:

8.4.1. Brakecore Supply Company (PTY) LTD uses many security safeguards to ensure the confidentiality and integrity of personal information under its care. The company uses data encryption, anti-virus and anti-malware solutions from trusted service providers and has numerous internal policies to ensure employee compliance, to reduce the risk of a breach of security due to human error.

8.5. Grounds for refusal of access to records in terms of PAIA:

8.5.1. Mandatory protection of commercial information of a third party, if the records contain trade secrets, or financial, commercial, scientific or technical information which the disclosure of could likely cause harm to the interests of the third party;

8.5.2. Mandatory protection of the safety of individuals and the protection of property;

8.5.3. Mandatory protection of records that would be regarded as privileged in legal proceedings

8.5.4. Protection of the commercial information of the company, which may include:

8.5.4.1. Trade secrets;

8.5.4.2. Financial/commercial, scientific or technical information, the disclosure of which could cause harm to the financial or commercial interests of the company or prejudice the company in commercial competition.

9. AVAILABILITY OF THE MANUAL

9.1 A copy of the Manual is available-

9.1.1 the company website www.brakecore.co.za;

9.1.2 head office of the Brakecore Supply Company (Pty) Ltd, Ermelo, Mpumalanga, for public inspection during normal business hours;

9.1.3 to any person upon request and upon the payment of a reasonable prescribed fee;

9.1.4 and to the Information Regulator upon request.

10. FEE PAYABLE

Fees payable by requestors of Personal Information	Fee
Request fee payable for the initiation of every request	R150.00
Printed copies per A4 page	R5.00
A flash drive provided to the requestor	R150.00
A flash drive provided by the requestor	R60.00
Search and preparation fee excluding the first hour	R450.00 per hour spent
Postage or electronic methods of transfer	Actual expense incurred

11. UPDATING OF THE MANUAL

The manual will be reviewed on a regular basis and will be updated by the compliance manager of Brakecore Supply Company (Pty) Ltd .

Issued by U Reddy

Information Officer and Human Resource Manager of Brakecore Supply Company (Pty) Ltd

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