



PAIA & POPIA Manual

As required in terms of Section 51 of the Promotion of Access to Information Act No 2 of 2000 (PAIA) and the Protection of Personal Information Act, No 4 of 2013 (POPIA)

For Neminc Solutions (Pty) Ltd, Registration number 2018/05509/07

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Responsible for this Manual: Information Officer

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1. Introduction to Neminc Solutions (Pty) Ltd

Neminc Solutions (Pty) Ltd is a Plumbing, Maintenance and Road Maintenance company. Neminc Solutions works in plumbing construction and plumbing maintenance as well as specialised plumbing. There Road Maintenance division ensures the grass cutting and guard rails on local and municipal roads.

2. Contact Details (Section 51 (1) (a))

Requests to Neminc Solutions (Pty) Ltd in terms of PAIA or POPIA should be addressed to the Deputy Information Officer.

Name of Company:	Neminc Solutions (Pty) Ltd
Information Officer:	Itumeleng Chauke
Deputy Information Officer:	René Kleynhans – HRM Email: admin@neminc.co.za
Postal address:	PostNet Suite #26, Private Bag X5, Strubensvalley, 1735
Street address:	Plot 15 N14, Muldersdrift, Krugersdorp
Reception telephone number:	011 675 3967
Website:	www.neminc.co.za

3. The ACT and Section 10 Guide (Section 51 (1) (b))

3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

3.4 The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Fax: +27 11 403-0625
Website: www.sahrc.org.za

4. Applicable Legislation (Section 51 (1) (c))

- 4.1 Basic Conditions of Employment No. 75 of 1997
- 4.2 Companies Act No. 61 of 1973
- 4.3 Companies Act No. 71 of 2008
- 4.4 Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- 4.5 Employment Equity Act No. 55 of 1998
- 4.6 Labour Relations Act No. 66 of 1995
- 4.7 PAIA Regulation 187 of 15 February 2002
- 4.8 Promotion of Access to Information Act 2 of 2002
- 4.9 Occupational Health and Safety Act No. 85 of 1993
- 4.10 South African Constitution 1996
- 4.11 Unemployment Contributions Act No. 4 of 2002
- 4.12 Unemployment Insurance Act No. 63 of 2001
- 4.13 Value Added Tax Act No. 89 of 1991

5. Schedule of Records (Section 51 (1) (d))

Subject/Description	Availability
Company Code of Contact	Request in terms of PAIA
Company Organogram	Request in terms of PAIA
Personnel Records	Request in terms of PAIA
Financial Records	Request in terms of PAIA
Audited Financial Statements	Request in terms of PAIA
Internal Communications/Meeting Minutes	Request in terms of PAIA
Agreements: lease, service, software	Request in terms of PAIA
Customer Related Records	Request in terms of PAIA
Creditor Related Records	Request in terms of PAIA
Safety Records	Request in terms of PAIA
Electronic Records/Emails	Request in terms of PAIA
Public Product Information	Available on website; www.neminc.co.za

6. Form of Request (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the South African Human Rights Commission at www.sahrc.org.za

- 6.2 Address your request to the Head of the Neminc Solutions (Pty) Ltd
- 6.3 Provide sufficient details to enable Neminc Solutions to identify:
 - I. The record(s) requested;
 - II. The requestor;
 - III. The form of access required;
 - IV. The postal address of the requestor in the Republic; (If the requester wishes to be informed of the decision in any manner, the manner and particulars thereof;
 - V. The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. Prescribed Fees (Section 51 (1) (f))

The following applies to requests (other than personal requests):

- 7.1 The requestor is required to pay the prescribed fee (R50.00) before a request will be processed;
- 7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za

8. Any Other Information (Section 51 (1) (f))

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

9. Availability of the Manual (Section 51 (3))

The PAIA Section 51 Manual for Neminc Solutions (Pty) Ltd is available at our offices and on our website www.neminc.co.za