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# PAIA MANUAL

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

**DATE OF COMPILATION: 31/10/2021  
DATE OF REVISION: 31/10/2021**

*OMI SOLUTIONS (PTY) LTD  
Registration Number: 2018/343416/07  
VAT Number: 4190288177  
BBBEE Level 4  
Directors: Robyn Sally Mellett*



## 1 LIST OF ACRONYMS AND ABBREVIATIONS

“CEO”	Chief Executive Officer
“DIO”	Deputy Information Officer
“IO”	Information Officer
“Minister”	Minister of Justice and Correctional Services
“PAIA”	Promotion of Access to Information Act No. 2 of 2000 (as Amended)
“POPIA”	Protection of Personal Information Act No.4 of 2013
“Regulator”	Information Regulator; and
“Republic”	Republic of South Africa

## 2 PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to –

1. Check the categories of records held by a body which are available without a person having to submit a formal PAIA request.
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.
3. Know the description of the records of the body which are available in accordance with any other legislation.
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.
5. Know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it.
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.
7. Know the description of the categories of data subjects and of the information or categories of information relating thereto.
8. Know the recipients or categories of recipients to whom the personal information may be supplied.
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; and
10. 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 OMI SOLUTIONS

#### 3.1 INFORMATION OFFICER:

Name: Robyn Mellett  
Tel: 079 494 7771  
Email: [robyn@omisolutions.co.za](mailto:robyn@omisolutions.co.za)

#### 3.2 DEPUTY INFORMATION OFFICER:

Name: Norman Mellett  
Tel: 072 435 3948  
Email: [norman@omisolutions.co.za](mailto:norman@omisolutions.co.za)

#### 3.3 ACCESS TO INFORMATION GENERAL CONTACTS:

Email: [info@omisolutions.co.za](mailto:info@omisolutions.co.za)

#### 3.4 NATIONAL OR HEAD OFFICE

Postal Address: 226 Fish Eagle  
Leeuwfontein Estate  
Kameelfontein  
0039

Physical Address: 226 Fish Eagle  
Leeuwfontein Estate  
Kameelfontein  
0039

Telephone: 079 494 7771  
Email: [info@omisolutions.co.za](mailto:info@omisolutions.co.za)  
Website: [www.omisolutions.co.za](http://www.omisolutions.co.za)

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

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.
2. The guide is available in each of the official languages and in braille.
3. The aforesaid guide contains the description of-
  - a. The objects of PAIA and POPIA;
  - b. The postal and street address, phone and fax number and, if available, electronic main addresses of-
    - i. The Information Officer of every public body, and
    - ii. Every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA<sup>1</sup> and section 56 of POPIA<sup>2</sup>;
  - c. The manner and form of a request for-
    - i. Access to a record of a public body contemplated in sections 11<sup>3</sup>; and
    - ii. Access to a record of a private body contemplated in section 50<sup>4</sup>;
  - d. The assistance available from the Regulator in terms of PAIA and POPIA.
  - e. All remedies in law available regarding an act or failure to act in respect of a right of duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
    - i. An internal appeal;
    - ii. A complaint to the Regulator; and
    - iii. 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.
  - f. The provisions of sections 14<sup>5</sup> and 51<sup>6</sup> requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;

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<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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. that person complies with the procedural requirements in PAIA relating to a request for access to that record; and
- c. access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this part.

<sup>5</sup> 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.

<sup>6</sup> 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.

- g. The provisions of sections 15<sup>7</sup> and 52<sup>8</sup> providing for the voluntary disclosure of categories of records by a public body and private body respectively;
  - h. The notices issued in terms of sections 22<sup>9</sup> and 54<sup>10</sup> regarding fees to be paid in relation to request for access; and
  - i. The regulations made in terms of section 92<sup>11</sup>.
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.
  5. The Guide can also be obtained-
    - a. upon request to the Information Officer;
    - b. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).
  6. A copy of the Guide is also available for public inspection during normal office hours.

## 5 CATEGORIES OF RECORDS OF OMI SOLUTIONS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Types of Records	Available on Website	Available on Request
Privacy Statement	X	X
Cookie Policy	X	X
PAIA Manual	X	X

## 6 DESCRIPTION OF THE RECORDS OF OMI SOLUTIONS WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Category of Records	Applicable Legislation
Memorandum of incorporation	Companies Act 71 of 2008
PAIA Manual	Promotion of Access to Information Act 2 of 2000
Privacy Statement	Protection of Personal Information Act 2 of 2000
Registration certificate	Companies Act 71 of 2008
Health and safety records	Occupational Health and Safety Act 85 of 1993

<sup>7</sup> 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

<sup>8</sup> 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

<sup>9</sup> 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.

<sup>10</sup> 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.

<sup>11</sup> 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.”

Employee records	Labour Relations Act 66 of 1995 and Unemployment Insurance Act 63 of 2002
Financial statements	Companies Act 71 of 2008
Directors' records	Companies Act 71 of 2008
Minutes of meetings	Companies Act 71 of 2008
Tax information	Income Tax Act 58 of 1962

## 7 DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY OMI SOLUTIONS

Subjects on which the body holds records	Categories of records
Strategic Documents, Plans, Proposals	<ul style="list-style-type: none"> <li>• Annual Reports, Strategic Plan</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>• HR policies and procedures</li> <li>• Advertised posts</li> <li>• Employees records</li> <li>• Disciplinary</li> <li>• Training</li> <li>• Payroll</li> <li>• Performance</li> </ul>
Legal and Compliance	<ul style="list-style-type: none"> <li>• Training</li> <li>• Policies</li> <li>• Procedures</li> <li>• Impact assessments</li> <li>• Contracts</li> <li>• Licenses</li> <li>• Permits</li> <li>• Statutory records</li> <li>• Intellectual property</li> <li>• Minutes</li> <li>• Shareholder records</li> <li>• Certificates</li> </ul>
Financial	<ul style="list-style-type: none"> <li>• Financial records</li> <li>• Tax records</li> <li>• Asset register</li> <li>• Supplier records</li> <li>• Client records</li> <li>• Banking records</li> <li>• Insurance records</li> </ul>
Statutory reports	<ul style="list-style-type: none"> <li>• Regulatory reports</li> <li>• Statutory returns</li> </ul>

Health and Safety	<ul style="list-style-type: none"> <li>• Policies</li> <li>• Occupational injury records</li> <li>• Health and safety records</li> <li>• Audit reports</li> <li>• A comprehensive and updated list of all the contractors on site accountable to the principal contractor, the agreements between the parties and the type of work being done.</li> <li>• Social and Labour plans</li> </ul>
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## 8 PROCESSING OF PERSONAL INFORMATION

### 8.1 PURPOSE OF PROCESSING PERSONAL INFORMATION

OMI processes personal information for a number of reasons included, but not limited to:

- Onboarding
- Managing of employer and employee relationships
- Providing services to clients
- Managing of relationships with suppliers and consultants
- Charity work
- Training

### 8.2 DESCRIPTION OF THE CATEGORIES OF DATA SUBJECTS AND OF THE INFORMATION OR CATEGORIES OF INFORMATION RELATING THERETO

Categories of Data Subjects	Personal information that may be processed
Clients	Name, address, registration number, bank details, email address, contact numbers
Service Providers	Names, registration number, vat numbers, address, bank details, email address, contact numbers
Employees	Name, address, qualifications, gender, race, contact numbers, email address, bank details, ID number
Directors	Name, ID number, email address, contact numbers, bank details
General Public	Name, contact numbers

### 8.3 THE RECIPIENTS OR CATEGORIES OF RECIPIENTS TO WHOM THE PERSONAL INFORMATION MAY BE SUPPLIED

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Qualifications, for qualification verifications	South African Qualifications Authority

#### **8.4 TRANSBORDER FLOWS OF PERSONAL INFORMATION**

OMI only processes personal information within the borders of South Africa.

#### **8.5 GENERAL DESCRIPTION OF INFORMATION SECURITY MEASURES TO BE IMPLEMENTED BY THE RESPONSIBLE PARTY TO ENSURE THE CONFIDENTIALITY, INTEGRITY AND AVAILABILITY OF THE INFORMATION**

The systems and controls that OMI Solutions has implemented are designed to maintain confidentiality, prevent loss, unauthorised access and damage to information by unauthorised parties.

#### **9 AVAILABILITY OF THE MANUAL**

1. A copy of the Manual is available-
  - a. On [www.omisolutions.co.za](http://www.omisolutions.co.za)
  - b. At the head office of the OMI Solutions for public inspection during normal business hours;
  - c. To any person upon request and upon the payment of a reasonable prescriber fee; and
  - d. To the Information Regulator upon request.
2. A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

#### **10 UPDATING OF THE MANUAL**

The head of OMI Solutions will on a regular basis have the manual updated.

***Issued by:***

**Robyn Mellett**  
**Managing Director**



**FORM 1**

**REQUEST FOR ACCESS TO A RECORD**

**Note:**

1. Proof of identity must be attached by the requester.
2. If requests are made on behalf of another person, proof of such authorisation, must be attached to this form.

To: The Information Officer

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Address)

Email address: \_\_\_\_\_

Fax number: \_\_\_\_\_

Mark with an "X"

- Request is made in my own name       Request is made on behalf on another person

PERSONAL INFORMATION									
Full Names									
Identity Number									
Capacity in which request is made <i>(when made on behalf of another person)</i>									
Postal Address									
Street Address									
Email Address									
Contact Numbers	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #808080; color: white;">Tel. (B):</td> <td style="width: 40%;"></td> <td style="background-color: #808080; color: white;">Facsimile:</td> <td style="width: 20%;"></td> </tr> <tr> <td style="background-color: #808080; color: white;">Cellular:</td> <td colspan="3"></td> </tr> </table>	Tel. (B):		Facsimile:		Cellular:			
Tel. (B):		Facsimile:							
Cellular:									
Full Names of person on whose behalf request is made <i>(if applicable)</i>									
Identity Number									

Postal Address			
Street Address			
Email Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
<b>PARTICULARS OF RECORD REQUESTED</b>			
<i>Provide full particulars of the record to which access is requested, including the reference number if that is known, to enable the record to be located. (If the provided space is inadequate, please continue a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record			
Reference number, if available			
Any further particulars on record			
<b>TYPE OF RECORD</b>			
<i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

<b>FORM OF ACCESS</b> <i>(Mark the applicable box with an "X")</i>	
Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)	
Transcription of soundtrack (written or printed document)	
Copy of record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	
<b>MANNER OF ACCESS</b> <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	
<b>PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED</b> <i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	
Explain why the record requested is required for the exercise or protection of the aforementioned right	

FEES	
a) A request fee must be paid before the request will be considered. b) You will be notified of the amount of the access fee to be paid. 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:	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal Address	Facsimile	Electronic Communication <i>(Please specify)</i>

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature of Requester / person on whose behalf request is made

\_\_\_\_\_

**FOR OFFICIAL USE**

Reference Number	
Request received by: (State Rank, Name and Surname of Information Officer)	
Date received	
Access fees	
Deposit (if any)	

\_\_\_\_\_  
**Signature of Information Officer**

## FEES

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy/printed black and white copy of A4-size page	R2.00 per page or part thereof
3.	Printed copy of A4-size page	R2.00 per page or part thereof
4.	For a copy in a computer-readable form on: <ul style="list-style-type: none"> <li>i. Flash drive (to be provided by requestor):</li> <li>ii. Compact disc <ul style="list-style-type: none"> <li>• If provided by requestor:</li> <li>• If provided to the requestor:</li> </ul> </li> </ul>	R40.00 R40.00 R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on: <ul style="list-style-type: none"> <li>i. Flash drive (to be provided by requestor):</li> <li>ii. Compact disc <ul style="list-style-type: none"> <li>• If provided by requestor:</li> <li>• If provided to the requestor:</li> </ul> </li> </ul>	R40.00 R40.00 R60.00
9.	To search for and prepare the record of disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparations: To not exceed a total cost of:	R145.00 R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, email or any other electronic transfer	Actual expense, if any.