PAIA MANUAL

of

MAMAHOOD (PTY) LTD

Reg Nr. 2016/107210/07

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

DATE OF COMPILATION: **29/06/2026**

DATE OF REVISION:

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1. LIST OF ACRONYMS AND ABBREVIATIONS

1.1	**"CEO"**	Chief Executive 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;
1.6	**"POPIA"**	Protection of Personal Information Act No.4 of 2013;
1.7	**"Regulator"**	Information Regulator; and
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; and

2.10 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 THE

MAMAHOOD (PTY) LTD

3.1. Chief Information Officer

Name:	Lizanne Wainwright Oved
Tel:	079 024 7178
Email:	lizanne@mamahood.co.za
Fax number:	None

3.2. **Deputy Information Officer** *(NB: if more than one Deputy Information Officer is designated, please provide the details* of *every Deputy Information Officer of the body designated in terms of section 17 (1) of PAIA.*

Name:	Lizanne Wainwright Oved
Tel:	079 024 7178
Email:	lizanne@mamahood.co.za
Fax number:	None

3.3 **Access to information general contacts**

Email:	gbgcr@gbggroup.co.za

3.4 **National or Head Office**

Postal Address:	47 RIVER ROAD WALMER, GQEBERHA, 6075
Physical Address:	47 RIVER ROAD WALMER, GQEBERHA, 6075
Telephone:	079 024 7278
Email:	lizanne@mamahood.co.za
Website:	None

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-

4.3.1. the objects of PAIA and POPIA;

4.3.2. the postal and street address, phone and fax number and, if available, electronic mail address 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 PAIA[1] and section 56 of POPIA[2];

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 11[3]; and

4.3.3.2. access to a record of a private body contemplated in section 50[4];

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-

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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) 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.

4.3.6.1. an internal appeal;

4.3.6.2. a complaint to the Regulator; and

4.3.6.3. 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 14[5] and 51[6] 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 15[7] and 52[8] 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 22[9] and 54[10] regarding fees to be paid in relation to requests for access; and

4.3.10. the regulations made in terms of section 9211.

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."

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 on request

5. CATEGORIES OF RECORDS OF MAMAHOOD (PTY) LTD

WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

NB: Please specify the categories of records held by the body which are available without a person having to request access by completing Form C, types of the records and how the records can be accessed. These are mostly records that maybe available on the website and a person may download or request telephonically or by sending an email or a letter.

Category of records	**Types of the Record**	Available on Website	Available upon request
Certificate of Confirmation	Company information confirmation		X
Registration Certificate	Income Tax registration		X
Registration Certificate	VAT registration		X

6. DESCRIPTION OF THE RECORDS OF MAMAHOOD (PTY) LTD WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

NB: *Please specify all the records which are created and available in accordance with any of the South African legislation. Below is an example of the table that can be used in describing the records and applicable legislation.*

Category of Records	Applicable Legislation
Statutory records (MOI, COR docs, Share transactions, Beneficial Owner information, Annual returns, minutes, CK documents, Members Interest Register	• Companies Act 71 of 2008 • Close Corporations Act 69 of 1984
PAIA Manual	• Promotion of Access to Information Act 2 of 2000
Financial information	• Basic Conditions of Employment Act 75 of 1997 • Compensation for Occupational Injuries and Diseases Act 130 of 1993 • Arbitration Act 42 of 1965 • Consumer Protection Act 68 of 2008 • Copyright Act 61 of 1978 • Insolvency Act 24 of 1936 • Income Tax Act 58 of 1962 • Insurance Act 27 of 1943 • Intellectual Property Law Amendments Act 38 of 1997 • Labour Relations Act 66 of 1995 • Prevention of Organised Crime Act 121 of 1998 • Protection of Businesses Act 99 of 1978 • Protection of Personal Information Act 4 of 2013 (POPIA) • Regional Services Councils Act 109 of 1985 • The National Credit Act 34 of 2005 • Unemployment Insurance Act 63 of 2001 • Unemployment Insurance Contributions Act 4 of 2002 • Value Added Tax Act 89 of 1991
Communications	• Prevention of Organised Crime Act 121 of 1998 • Electronic Communications and Transactions Act 25 of 2002 • Interception and Monitoring Prohibition Act 127 of 1992

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

MAMAHOOD (PTY) LTD

NB: *Describe the subjects (i.e. Finance, SCM or HR), in respect of which the body holds records and the categories of records held on each subject.*

Subjects on which the body holds records	Categories of records
Accounting records	Bank statements, financial statements and working papers, general ledger, receipts, deposit slips, invoices, banking details, SARS details, tax returns, VAT returns, IRP6 returns, PAYE, WCC, UIF
Statutory documents	MOI, COR documents, CK documents, annual returns, beneficial owner registers, securities register, minutes, company register, members interest register
Client Database	Information Technology, Intellectual Property, Personnel records, sales and marketing, internal phone lists, policies, directives, minutes of meetings, administrative information

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

To supply clients with services, to pay creditors and pay roll.

8.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

NB: *Specify the categories of data subjects in respect of whom the body processes personal information and the nature or categories of the personal information being processed.*

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients	name, address, registration numbers or identity numbers, employment status and bank details
Service Providers	names, registration number, vat numbers, address, trade secrets and bank details
Employees	address, qualifications, gender and race

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

NB: *Specify the person or category of persons to whom the body may disseminate personal information. Below is an example of the category of personal information which may be disseminated and the recipient or category of recipients of the personal information.*

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names	South African Revenue Service
Financial Institutions, Unions, Suppliers and customers	FNB, ABSA, Standard Bank, Capitec, Investec, Nedbank, BKB, OVK
Employees	Department of Labour Workens Compensation Commissioner Unemployment Insurance Fund

8.4 Planned transborder flows of personal information

No transborder flow of personal information planned.

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 (for example, include Data Encryption; Anti- virus and Anti-malware Solutions)

- Back ups, anti virus programs, password controls

9. AVAILABILITY OF THE MANUAL

9.1 A copy of the Manual is available-

9.1.1 on N/A , if any;

9.1.2 head office of MAMAHOOD (PTY) LTD for public inspection during normal business hours;

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

9.1.4 to the Information Regulator upon request.

9.2 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 MAMAHOOD (PTY) LTD will on a regular basis update this manual.

Issued by

Lizanne Wainwright Oved

Information Officer
Director