



AFRICA LOGISTICS GROUP

## **PAIA MANUAL**

**PREPARED IN TERMS OF  
SECTION 51 OF THE PROMOTION  
OF ACCESS TO INFORMATION ACT  
2 OF 2000 (AS AMENDED)**

Dated of compilation – October 2025  
Date of revision – October 2026



## Table of Contents

1. List of Acronyms and Abbreviations
2. Introduction
3. Purpose of PAIA Manual
4. Contact Details for Access to Information
5. How to Access and use the PAIA Guide
6. Categories of Records held and Managed by SALG
7. Description and Categories of Records Held by SALG
8. Grounds for Refusal of Access to Records
9. Records Available Without a Formal Request
10. Procedure to Request Access to Information
11. Our Response
12. Our Right to Refuse Access to Information
13. Processing of Personal Information
14. Categories of Data Subjects and Personal Information
15. To Whom Personal Information may be Supplied
16. Cross-border Flows of Personal Information
17. General description of Information and Security Measures
18. Availability of the Manual
19. Records That Cannot Be Found or Do Not Exist
20. Disposal of Records
21. Updating of the Manual
22. Fees for Access to Records Under the Promotion of Access Information Act Fees
23. Request for Access to Records - Form 2
24. Records Available in Terms Of Any Other Legislation (This is Not An Exhaustive List)

# 1. List of Acronyms and Abbreviations

The following acronyms and abbreviations are referenced in the document:

- 1.1 **"CEO"** Chief Executive Officer.
- 1.2 **"Confidentiality"** Preserving authorized restrictions on information access and disclosure, including means for protecting personal privacy and proprietary information.
- 1.3 **"Data Subject"** Means the person to whom personal information relates. This primarily means customers, employees and operators/suppliers, other persons and third parties.
- 1.4 **"DIO"** Deputy Information Officer.
- 1.5 **"IO"** Information Officer.
- 1.6 **"Minister"** Minister of Justice and Correctional Services.
- 1.7 **"PAIA"** Promotion of Access to Information Act No. 2 of 2000( as Amended).
- 1.8 **"POPIA"** Protection of Personal Information Act No.4 of 2013.
- 1.9 **"Private Body"** A natural person who carries or has carried on any trade, business or profession, but only in such capacity; a partnership which carries or has carried on any trade, business or profession; or any former or existing juristic person; or a political party but excludes a public body.
- 1.10 **"Public body"** Any department of state or administration in the national or provincial sphere of government or any municipality in the local sphere of government; or any other functionary or institution when exercising a power or performing a duty in terms of the Constitution or a provincial constitution; or exercising a public power or performing a public function in terms of any legislation.
- 1.11 **"Record"** In relation to, a public or private body, means any recorded information – regardless of form or medium in the possession or under the control of that public or private body, respectively whether or not it was created by that public or private body, respectively.
- 1.12 **"Regulator"** Information Regulator; and
- 1.13 **"Republic"** Republic of South Africa.
- 1.14 **"Responsible Party"** Means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing Personal Information.
- 1.15 **"Requester"** Means a person or legal persons seeking access to information.
- 1.16 **"SAHRC"** South African Human Rights Council.

- 1.17 **"Special Personal Information (SPI)"** Special personal information includes information concerning a child and personal information concerning the religious or philosophical beliefs, race or ethnic origin, trade union membership, political opinions, health, DNA, sexual life or criminal behaviour of a data subject.
- 1.18 **"The Act"** Means the Promotion of Access to Information Act 2 of 2000 as amended, and includes any regulation made and in force in terms of section 92.
- 1.19 **"Third Parties"** Means any natural or juristic person other than the Requester or, such party acting on behalf of the Requester or, SALG itself.
- 1.20 **"SALG"** means SMSA Africa Logistics Group and all its subsidiaries.



## 2. Introduction

The Promotion of Access to Information Act, No. 2 of 2000 ("PAIA") was enacted on 3 February 2000 to give effect to the constitutional right, as provided for in section 32 of the Bill of Rights contained in the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), of access to any information held by the State and any information held by another person that is required for the exercise or protection of any rights.

In terms of section 51 of the Act, all Private Bodies are required to compile an Information Manual ("PAIA Manual").

The purpose of PAIA is to promote the right of access to information, to foster a culture of transparency and accountability, and to give effect to the right to access information that is required for the exercise or protection of any right. The Act seeks to actively promote a society in which the people of South Africa have effective access to information to enable them to exercise and protect their rights.

This right is further supported by the Protection of Personal Information Act, No. 4 of 2013 ("POPIA"), which grants Data Subjects the right to request access to information or records from any Responsible Party, in accordance with the provisions of PAIA.

### 3. Purpose of PAIA Manual

This PAIA Manual is intended to assist members of the public to:

- Determine the nature of the records which may already be available at SALG, without the need for submitting a formal PAIA request.
- Have an understanding of how to make a request for access to a record of SALG.
- Access all the relevant contact details of the persons who will assist the public with the records they intend to access.
- Know all the remedies available from SALG regarding requests for access to the records, before approaching the Courts.
- Outline the description of the guide on how to use PAIA, as updated by SALG, and how to obtain access to it.
- Understand if SALG will process personal information, the purpose of processing of personal information, the description of the categories of Data Subjects and of the information or categories of information relating thereto.
- Know if SALG 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.
- Know whether SALG has appropriate security measures to ensure the confidentiality, integrity and availability of the information which is to be processed.

## 4. Contact Details for Access to Information

Key contact details of the organisation are listed below:

### 4.1. Designated Information Officer

Name: Dirk Uys  
Tel: 011 974 9999  
Email: [dirku@namlog.co.za](mailto:dirku@namlog.co.za)

### 4.2. 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: Rianto van Reenen  
Tel: 011 974 9999  
Email: [rianto@namlog.co.za](mailto:rianto@namlog.co.za)

### 4.3. SALG Head Office

Postal Address: PO Box 507, Isando. 1600  
Physical Address: 54 Road No 5, Brentwood Park, Benoni  
Telephone: 011 974 9999  
Email: [rianto@namlog.co.za](mailto:rianto@namlog.co.za)  
Website: [www.namlog.co.za](http://www.namlog.co.za)

### 4.4. Particulars in Terms of the Section 51 Manual

This Manual has been compiled in terms of the Promotion of Access to Information Act, No. 2 of 2000 ("the Act") and applies to all South African entities within SALG.

## 5. How to Access and use the PAIA Guide

The Regulator has, in terms of section 10(1) of PAIA, as amended, updated the PAIA Guide, originally compiled by the SAHRC. The purpose of the Guide is to provide information required by any person wishing to exercise any right contemplated in PAIA and POPIA.

The Guide:

- Is available in English only. Efforts would be made to explain the Guide or sections thereof in the other official languages would be accommodated upon request.
- Contains the description of PAIA, including:
  - The objects of PAIA and POPIA.
  - The postal and street address, telephone and fax numbers, and, if available, electronic mail address of -
    - The Information Officer of every public body, and
    - Every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA.
- Explains the manner and form of a request for:
  - Access to a record of a public body contemplated in section 11; and
  - Access to a record of a private body contemplated in section 50.
- Provides information on the assistance available from the Information Officer of a public body in terms of PAIA and POPIA.
- Provides information on the assistance available from the Regulator in terms of PAIA and POPIA.
- Describes all remedies in law available regarding any act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging:
  - An internal appeal;
  - A complaint to the Regulator; and
  - An application with a court against a decision by the Information Officer of a public body, a decision on internal appeal, a decision by the Regulator, or a decision of the head of a private body.
- Sets out the provisions of sections 14 and 51 requiring a public and private body, respectively, to compile a manual, and how to obtain access to such a manual.
- Refers to the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public and private body, respectively.
- Lists the notices issued in terms of sections 22 and 54 regarding fees payable in relation to requests for access.
- Refers to the regulations made in terms of section 92.
- Members of the public may inspect or make copies of the Guide at the offices of public and private bodies, including the office of the Regulator, during normal working hours.



- The Guide is also available for download from the website of the Information Regulator: <https://www.justice.gov.za/inforeg/>

#### Notes and Legislative References

- 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.
- 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 set out in section 55(1) of POPIA.
- 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.
- 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.
- Section 14(1) of PAIA – The Information Officer of a public body must, in at least three official languages, make available a manual containing the information listed in paragraph 4 above.
- 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.
- 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.
- 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.
- 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.
- 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.
- Section 92(1) of PAIA – 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.

## 6. Categories of Records held and Managed by SALG

SALG generates and maintains records through each of its divisions in compliance with both PAIA and POPIA.

Each division and Operating Company of SALG produces substantive records that relate specifically to its functions, as well as operational records generated in the normal course of organizational activities.

The categories of records held by SALG are classified as follows:

- Records organised according to the file plan for correspondence.
- Files generated in strategic, support, core functions, and operational processes of SALG.
- Other records, including publications, audio-visual materials, and records contained within SALG's electronic information systems.

Some records are acquired during the course of SALG's work, and in certain cases, records are received from other public or private bodies in accordance with PAIA and POPIA.

SALG reserves the right to transfer requests for records to the relevant body where that body was the primary holder or generator of the requested information, or where SALG no longer has possession of such records.

SALG also reserves the right to create new categories of records as necessary. This Manual will be updated to reflect any changes to the categories of records accordingly.

## 7. Description and Categories of Records Held by SALG

## 7. Description and Categories of Records Held by SALG

SALG maintains various records that may be accessed upon request through the prescribed PAIA process. These records generally contain information that can reasonably be regarded as confidential in nature.

Certain records and information may also be formally requested in terms of PAIA or downloaded directly from the email address referred to in section 4.3.

The Description of Subjects of Records Held by SALG and Categories of Records, are defined in the table below.

Subjects on which SALG holds records	Categories of records
Human Resources	<ul style="list-style-type: none"> <li>- Human Resources Policies and Procedures</li> <li>- Advertised Vacancies</li> <li>- Employee Development and Training Plans</li> </ul>
Information Technology	<ul style="list-style-type: none"> <li>- Reporting of Incidents</li> <li>- System Event Logs</li> <li>- Data Storage and Location Information</li> <li>- Service Level Agreements</li> <li>- ICT Policies and Procedure Manuals</li> </ul>
Media	<ul style="list-style-type: none"> <li>- Press releases,</li> <li>- Radio and TV Interviews and Statements,</li> <li>- Participation Details - Messages, Gifts &amp; Awards,</li> <li>- Website Content, Corporate Identity and infographics</li> </ul>
Finance	<ul style="list-style-type: none"> <li>- Financial Accounting Records and Reports</li> <li>- Audit Records</li> <li>- Revenue Statements and Returns</li> </ul>
Corporate Governance	<ul style="list-style-type: none"> <li>- Organizational and Business Structure Documents</li> <li>- Memorandum of Incorporation</li> <li>- Corporate Policies and Procedures</li> <li>- Occupational Health and Safety Records</li> </ul>
Manual and Guide	<ul style="list-style-type: none"> <li>- Regulator's Manual and Guide on the Use of PAIA</li> </ul>



## 8. Grounds for Refusal of Access to Records

The records listed in the categories above may be formally requested; however, access to parts of these records or the entire record may be refused on legal grounds.

Category / Type of Record	Grounds for Refusal	Notes / Exceptions
All records listed in Section 7	Access may be refused on legal grounds.	Certain parts or the entire record may be withheld.
Records requiring substantial processing	Requests may be refused if processing would result in a substantial and unreasonable diversion of resources.	Applies when fulfilling the request would significantly disrupt normal operations.
Frivolous or vexatious requests	Requests may be refused if they are clearly frivolous or vexatious.	Includes requests intended to harass or burden SALG.
Records containing potential legal violations	Access may be granted if disclosure reveals evidence of a substantial contravention of, or failure to comply with, the law.	Only granted if the public interest in disclosure clearly outweighs the potential harm.



## 9. Records Available Without a Formal Request

Subjects on which SALG holds records	Categories of Records	Available on Website
Investor Relations / Campaigns	Promotional materials for public viewing, including brochures, press releases, and publications	X
Forms	PAIA Request for Access to Records Forms	X
Policies and Guidelines	<ul style="list-style-type: none"> <li>- PAIA Manual</li> <li>- Privacy Policy</li> <li>- Code of Ethics and Conduct</li> </ul>	X
Strategic Documents	Organizational Profile	X

## 10. Procedure to Request Access to Information

To request access to information held by SALG, follow these steps in accordance with Part 3, Chapter 3 of PAIA and, for personal information, Section 23(1) of POPIA, with access in terms of POPIA aligned with Section 53 of PAIA.

### 1. Complete the Prescribed Form:

- Use FORM 2 for all requests.
- Submit the form to the Information Officer by hand, post, fax, or email (see paragraph 4.3 for details).

### 2. Identify the Type of Requester

- Personal Requester (Data Subject): Access to your own personal information; proof of identity is required. Records will be provided in a reasonable time, manner, and format. Applicable fees may apply, except for personnel records of current or former employees.
- Other Requester: Access to records pertaining to third parties. SALG may grant access only once PAIA and POPIA requirements are fulfilled.

### 3. Provide Sufficient Information:

- Ensure the form includes:
  - Requester's identity
  - Particulars and type of record requested
  - Form and manner of access
  - Preferred language
  - How you wish to be informed of the decision
- Additional points:
  - Follow instructions in each section of the form.
  - If acting on behalf of another person, include a mandate.
  - Provide a detailed description of the records to enable accurate identification.

### 4. Submission and Fees:

- Submit the completed form by hand, post, or email.
- Pay the non-refundable request fee of R140 + VAT, unless requesting your own personnel record.
- Alternative payment arrangements can be made if unable to visit in person.

Notes and References:

- *Section 23(1) of POPIA provides that a data subject, having provided adequate proof of identity, has the right to:*
  - a) Request a responsible party to confirm, free of charge, whether or not the responsible party holds personal information about the data subject; and*
  - b) Request from the responsible party the record or a description of the personal information held about the data subject, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to that information.*

## 11. Our Response

We will consider your request and notify you of our decision in writing within 90 days of receiving your request.

- Note: No fees will be charged to an employee or ex-employee requesting access to their personnel record.
- If your request is for access to your personal information under Section 23 of the Protection of Personal Information Act, we will provide a written estimate of any applicable fee before granting access. A deposit may be required for all or part of the fee.
- If access to the record is denied, we will provide the reasons in our reply. Any deposit paid will be refunded, but the initial request fee is non-refundable.
- If the record cannot be found after a diligent search, we will provide an affidavit explaining the steps taken to locate it. Should the record later come to light, we will notify you.
- If we are only able to refuse access to part of the requested personal information, access will be granted to all other portions of the record.



## 12. Our Right to Refuse Access to Information

We have the right to refuse access to records if any of the following grounds apply:

- The record would unreasonably disclose personal information about a natural person, including a deceased individual, unless that third party or a representative of the deceased provides written permission for access.
- The record contains:
  - trade secrets;
  - financial, commercial, scientific, or technical information; or
  - information about research conducted by a third party, which could disadvantage that third party in negotiations or prejudice them in competition, unless the third party provides written permission for access.
- Granting access would put SALG in breach of a duty of confidentiality or non-disclosure owed to a third party, unless that third party provides written permission for access.
- Access could reasonably be expected to:
  - endanger someone's life or physical safety; or
  - prejudice or impair the security of a building, structure, system, means of transport, or other property.
- The record is privileged from being produced as evidence in legal proceedings, unless the person protected by the privilege has waived that protection.
- If the request is for access to your personal information and you cannot provide adequate proof of identity.

## 13. Processing of Personal Information

Purpose of Processing personal information (This list is not exhaustive)

- The Entities use the Personal Information under their care for the following purposes:
  - Performing business operations
  - Staff administration
  - Keeping of accounts and records
  - Complying with tax laws
  - Providing information when legally or regulatorily obliged
  - Fulfilling requirements for existing or future legal proceedings
  - Transferring personal information in the event of a sale of one or more businesses, or part of a business, to a third party, including transferring rights under agreements with data subjects
  - Preventing fraud, loss, bribery, or corruption
  - Allowing a third party to process personal information on behalf of the group as its operator
  - Assessing the suitability of job applicants for employment

## 14. Categories of Data Subjects and Personal Information

SALG may possess records pertaining to contractors, suppliers, subsidiary, holding, or sister companies, joint venture companies, service providers, staff, and clients.

Category / Type of Record	Grounds for Refusal
Clients – Legal Entities	<ul style="list-style-type: none"> <li>- Full names of contact persons</li> <li>- Name of legal entity</li> <li>- Physical and postal addresses</li> <li>- Contact details</li> <li>- Registration number</li> <li>- VAT number</li> </ul>
Clients - Natural Persons	<ul style="list-style-type: none"> <li>- Full names</li> <li>- Identity number</li> <li>- Contact details</li> <li>- Date of birth</li> <li>- Race</li> <li>- Gender</li> <li>- Nationality</li> <li>- Physical and postal addresses</li> </ul>
Service Providers	<ul style="list-style-type: none"> <li>- Contact details</li> <li>- Full name and registration number of the entity</li> <li>- Physical and postal addresses</li> <li>- VAT number</li> </ul>
Suppliers	<ul style="list-style-type: none"> <li>- Information of supplier representatives</li> <li>- Supplier contact details</li> </ul>
Shareholders	<ul style="list-style-type: none"> <li>- Shareholder Information</li> </ul>
Visitors	<ul style="list-style-type: none"> <li>- Physical access records</li> </ul>
Employees	<ul style="list-style-type: none"> <li>- Full names and contact details</li> <li>- Date of birth and ID number</li> <li>- Employee contracts</li> <li>- Medical information / disability information</li> <li>- Nationality</li> <li>- Physical and postal addresses</li> <li>- Race and language</li> </ul>

## 15. To Whom Personal Information may be Supplied

SALG may supply personal information of data subjects to its employees as part of executing its statutory mandate.

- SALG may also supply personal information to third parties who provide the following services:
  - Capturing and organizing of personal information.
  - Storing personal information.
  - Conducting due diligence checks.
  - Conducting criminal checks.
  - Conducting qualification verifications.
  - Forensic investigations and other investigative services.
  - Auditing.
  - Administration of provident funds, pension funds, and medical aids.
  - ICT infrastructure services.
  - Cloud-based services, including data storage, network, email, and security services.
  - Cloud-based applications, such as Human Resource or Marketing solutions.
  - Legal services provided by third-party organizations.
  - Third-party organizations engaged for common commercial purposes, such as service provision, joint ventures, or collective bid responses.
  - Credit reference entities, used in the normal course of business.
  - Government organizations, such as the South African Revenue Service, where required for legal or regulatory purposes.
  
- SALG may also supply personal information of data subjects to persons or entities where a complaint has been lodged, including:
  - Regulatory authorities or tribunals, in respect of matters within their jurisdiction.
  - Law enforcement agencies, including the National Prosecuting Authority and the South African Police Service, for criminal investigations.
  - Courts, in respect of matters taken on judicial review.



## 16. Cross-border Flows of Personal Information

The entities will only transfer personal information across South African borders when the relevant transaction or situation requires cross-border processing. Such transfers will be conducted in accordance with South African legislative requirements, ensuring that the information is protected to the same standard as if it were used within South Africa.

- Operators (suppliers and third parties) in foreign countries will be required to comply with laws or binding agreements and contracts that provide an adequate level of protection for personal information and uphold the principles for reasonable and lawful processing of personal information in terms of POPIA.
- Cross-border transfers will be conducted with the data subject's consent wherever possible. If it is not reasonably practicable to obtain the data subject's consent, SALG may transfer the personal information provided that:
  - The transfer is for the data subject's benefit; and
  - The data subject would likely have given consent, had it been reasonably practicable to obtain it.

## 17. General description of Information and Security Measures

The entities employ modern technology and best practices to ensure the confidentiality, integrity, and availability of information assets, including personal information under their care.

- The security measures include:
  - Boundary firewalls and Internet gateways
  - Secure configuration of all devices and software that make up the IT infrastructure
  - Logical and physical access controls
  - Anti-virus and anti-malware solutions
  - Encryption of data
  - Network access control
  - Data leakage prevention
  - Patch management to keep software up to date
  - Robust monitoring, auditing, and reporting capabilities
  - Regular data backups
  - Awareness and vigilance initiatives
  - Agreements with operators to implement and maintain security controls

## 18. Availability of the Manual

A copy of the manual is available:

- On the Namlog website: [www.namlog.co.za](http://www.namlog.co.za)
  - At the head office of SALG for public inspection during normal business hours
  - To any person upon request and upon the payment of a reasonable prescribed fee  
and
  - To the Information Regulator upon request
- A fee will be levied for a copy of the PAIA Manual.

## **19. Records That Cannot Be Found or Do Not Exist**

Requesters have the right to receive a response in the form of an affidavit or affirmation in the following circumstances:

- Where the requested records cannot reasonably be located
- Where the requested records do not exist



## 20. Disposal of Records

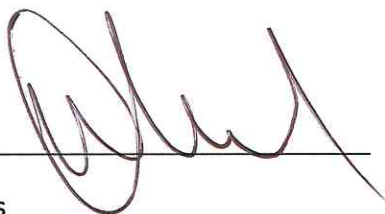
SALG reserves the right to lawfully dispose of or retain certain records in accordance with relevant legislation.

- Requesters will be informed if a particular record has been disposed of, where this is relevant to the records requested.
- In accordance with section 24(1) of POPIA, SALG may, upon receipt of a request from a data subject:
  - Correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully;  
or
  - Destroy or delete a record of personal information about the data subject that SALG is no longer authorised to retain in terms of section 14 of POPIA.

## 21. Updating of the Manual

The designated Information Officer of SALG will, if necessary, update and publish this manual.

Signed by

A handwritten signature in dark ink, appearing to be 'Dirk Uys', written over a horizontal line.

Dirk Uys  
Managing Director SALG

## **22. Fees for Access to Records Under the Promotion of Access Information Act Fees**

NB: Banking details for any payments will be provided on receipt of request for any charges that may be incurred.

## 23. Request for Access to Records - Form 2

Refer to Form 2 on our website or below for any requests for access to records.

Section / Clause	Details			
Requester's Full Name				
Contact Details	Phone		Physical Address	
	Email			
Identity Number / Reference Number				
Description of Record Requested				
Motivation for request				
Preferred Method of Access (hard or electronic copy)				
Details of Payment (if applicable)				
Signature				
Date of Request				



## 24. Records Available in Terms Of Any Other Legislation (This is Not An Exhaustive List)

All records kept and made available in terms of legislation applicable to any of the entities listed in this manual, as it applies to the specific environment in which the entities operate, are available in accordance with the said legislation.

Category of Records	Applicable Legislation
Records containing personal details of employees, working times, and remuneration packages.	Basic Conditions of Employment Act, 75 of 1997.
Company documents and records, including memorandum of incorporation and records of directors.	Companies Act 71 of 2008.
Registers, employee records, and records relating to wages, time worked, piece work, and overtime.	Compensation for Occupational Injuries and Diseases Act, 130 of 1993.
Records relating to transactions and consumer protection matters.	Consumer Protection Act, 68 of 2008.
Copyright and intellectual property records.	Copyright Act, 98 of 1978.
Records relating to customs, excise duties, fuel levies, road accident fund levy, air passenger tax, and environmental levies.	Customs and Excise Act, 91 of 1964.
Records from electronic transactions requiring customer consent.	Electronic Communications and Transactions Act, 25 of 2002.
Records relating to workforce, employment equity plans, and other employment-related records.	Employment Equity Act, 55 of 1998.
Records relating to taxation of income and donations.	Income Tax Act, 58 of 1962.
Records of disciplinary actions against employees, actions taken, and reasons for action.	Labour Relations Act 66 of 1995.

Records relating to health and safety in the workplace.	Occupational Health and Safety Act, 85 of 1993.
Books of account and other records for pension funds.	Pension Funds Act No. 24 of 1956.
Records required to give effect to the constitutional right of access to information.	Promotion of Access to Information Act 2 of 2000.
Records relating to interception of communications, monitoring of signals, and communication-related information.	Regulation of Interception of Communications and Provision of Communication-Related Information Act, 70 of 2002.
Records relating to prevention and combating of corruption and corrupt activities, including improper gratifications.	Prevention and Combating of Corrupt Activities Act No. 12 of 2004
Records of payments towards skills development programs.	Skills Development Act 97 of 1998.
Records pertaining to constitutional rights, duties of citizens, and government structures	The Constitution of the Republic of South Africa, 1996.
Records relating to cybercrime offences	The Cybercrimes Act, 19 of 2020.
Records of contributions to the Unemployment Insurance Fund for illness, maternity, and dependents	Unemployment Contributions Act 4 of 2002.
Records of payment of contributions to the Unemployment Insurance Fund; disclosure is restricted under the Act.	Unemployment Insurance Act 63 of 200.
Records relating to taxation in respect of goods and services and importation of goods.	Value Added Tax Act, 89 of 1991.

**Note:**

- This manual is applicable to SMSA Africa Logistics Group and all its South African subsidiaries namely:
  - Namibia Logistics (Pty) Ltd
  - Mellets Transport (Pty) Ltd
  - Tirisano (Pty) Ltd
  - Gateway Properties (Pty) Ltd
  - Brightway (Pty) Ltd
  - SLI South Africa ((Pty) Ltd