PARYS PRIME PROPERTIES
Business Property Practitioner, Registered with the PPRA
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PROMOTION OF ACCESS TO INFORMATION MANUAL

(Prepared in accordance with Section 51 of the Promotion of Access to Information Act, 2 of 2000, and incorporating the Protection of Personal Information Act, 4 of 2013)

1. Introduction

This manual has been prepared in accordance with the Promotion of Access to Information Act (PAIA) and updated to reflect the requirements of the Protection of Personal Information Act (POPIA). It is intended to provide information about the records held by the Company and how to access them.

2. Company Details

Name of Business: [**PARYS PRIME PROPERTIES (PTY) LTD**]
Registration Number: [**2022/340420/07**]
Nature of Business: [**RESIDENTIAL AND COMMERCIAL PROPERTY SALES**]
Physical Address: [**36 BOOM STREET, PARYS, 9585**]
Postal Address: [**36 BOOM STREET, PARYS, 9585**]
Telephone: [**056 811 4640**]
Email: [**ppreception@gmail.com**]
Website: [www.parysprimepropeties.co.za]

3. Information Officer Details

Information Officer: [**SANET JOUBERT-WALTERS**]
Telephone: [**083 799 2822**]
Email: [**sanetjw1@gmail.com**]
No Deputy Information Officer

4. Purpose of the Manual

This manual is intended to provide a record of the types of information held by the Company and to explain how individuals can access this information, in accordance with PAIA. It also reflects the Company's commitment to upholding the constitutional right of access to information while protecting the privacy and personal information of individuals, as required by POPIA.

5. Guide to PAIA

A guide to assist people in exercising their rights under PAIA is available from the Information Regulator.
Website: https://inforegulator.org.za/paia-guidelines/
Tel: 010 023 5200
Email: complaints.IR@justice.gov.za

6. Categories of Records Held

Records are grouped into the following categories:

- Personnel records
- Client records (Buyers and Sellers)
- Internal company records (e.g., policies, procedures, operational data)
- Statutory records (e.g., compliance and governance documents)
- Financial records
- Communication records
- Third-party records

7. Applicable Legislation

The Company is subject to various legislation including, but not limited to:

- Promotion of Access to Information Act, 2 of 2000
- Protection of Personal Information Act, 4 of 2013
- Property Practitioners Act, 22 of 2019
- Companies Act, 71 of 2008
- Basic Conditions of Employment Act, 75 of 1997
- Employment Equity Act, 55 of 1998
- Unemployment Insurance Act, 63 of 2001
- Income Tax Act, 58 of 1962

8. Purpose of Processing Personal Information

Personal information is processed for legitimate business purposes such as:

- Employment administration and HR functions
- Client onboarding and service delivery
- Legal compliance and reporting
- Internal audits and security measures

9. Request Procedure

To access records, a requester must complete the prescribed PAIA Form C and submit it to the Information Officer.
Form C is available at https://inforegulator.org.za/forms/ or upon request from the Company.

The following details must be provided:

- Full name and contact details of requester
- Description of the record requested
- Form of access required
- Reason the record is required to exercise or protect a right
- Copy of ID or proof of authority if acting on behalf of another person

10. Grounds for Refusal of Access

Access may be refused in terms of PAIA if the information:

- Involves the unreasonable disclosure of personal or confidential information
- Is legally privileged (A court cannot compel someone to disclose information)
- Could harm the commercial or financial interests of the Company or third parties
- Is protected under legislation or agreements
- Would endanger individual safety or property
- Is frivolous or vexatious (Insignificant)

11. Remedies for Refusals

If a request is refused, the requester may:

- Lodge a complaint with the Information Regulator
- Apply to a court of law for appropriate relief. This must be done within 180 days of the decision.

12. Fees

Fees may be charged as prescribed by the Department of Justice. These include:

- A request fee (non-refundable)
- An access fee (based on reproduction and time)

Fee details are available at: **https://www.justice.gov.za/paia/paia.htm** or **https://inforegulator.org.za/**

13. Availability of the Manual

This manual is available:

- At the Company's physical office
- On the Company website
- By request from the Information Officer

14. Compilation Date

01 June 2022

15. Revision Date

01 June 2023
01 June 2024
01 June 2025
01 June 2026