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	AS-GEN-2-015-001	01	2018/08/28	INTERNAL/ EXTERNAL
<b>TITLE:</b>	PAIA Manual			


**Aerosud Holdings (Pty) Ltd and its Subsidiaries**  
**Registration Number: 1992/06752/07**

**MANUAL in terms of Section 51 of The Promotion of  
Access to Information Act 2/2000**  
**(the "ACT")**

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## 1. INTRODUCTION AND THE TYPE OF BUSINESS

This manual has been compiled in accordance with the Promotion of Access to Information Act No. 2 of 2000 (“the Act”). Section 51 of the Act requires that we as a private body compile a manual giving information to the public regarding the procedures to be followed in requesting information from us for the purpose of exercising or protecting rights. The aim of this manual is to assist potential requesters, who intend to obtain documents or records from the company in terms of the Act, by providing them with the processes to be followed in initiating such requests.


Aerosud is an established leader in the aviation industry supplying integrated manufacturing solutions. Aerosud is a smart supplier, capable of adding value to partnerships involving programme management, design, development and production processes.

## 2. CONTACT DETAILS (SECTION 51 (1) (a))

- Directors: Jaco Olivier (Managing Director- Aerosud Holdings (Pty) Ltd)  
Johan Steyn (Managing Director- Aerosud Aviation (Pty) Ltd)
- Postal Address of head of AEROSUD HOLDINGS (Pty) Ltd:  
P O Box 60675, Pierre Van Ryneveld, Pretoria, 0045
- Street Address of head of AEROSUD HOLDINGS (Pty) Ltd:  
520 Van Ryneveld Ave, Pierre Van Ryneveld, Ext 25, Centurion, Pretoria, 0045
- Telephone No. of head of AEROSUD HOLDINGS (Pty) Ltd:  
(012) 662 5000
- Fax No. of head of AEROSUD HOLDINGS (Pty) Ltd:  
(012) 662 5163
- E-mail address of head of AEROSUD HOLDINGS (Pty) Ltd:  
[paia@aerosud.co.za](mailto:paia@aerosud.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.

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The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

#### 4. APPLICABLE LEGISLATION (SECTION 51 (1) (d))

NO	REF	ACT
1	No 61 of 1973	Companies Act (subject to proposed repeal by Companies Act 71 of 2008)
2	No 9 of 1999	Skills Development Act
3	No 55 of 1998	Employment Equity Act
4	No 58 of 1962	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 130 of 1993	Compensation for Occupational Injuries and Disease Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 25 of 2002	Electronic Communications and Transactions Act
10	No 2 of 2000	Promotion of Access of Information Act
11	No 63 of 2001	Unemployment Insurance Act

#### 5. SCHEDULE OF RECORDS (SECTION 51 (1) (e))

##### 5.1. COMPANIES ACT RECORDS

5.1.1. Documents of incorporation

5.1.2. Memorandum of Incorporation

5.1.3. Minutes of Board of Directors meetings

5.1.4. Records relating to the appointment of directors / auditor/s / secretary / public officer and other officers

5.1.5. Share Register and other statutory registers

##### 5.2. FINANCIAL RECORDS

5.2.1. Annual Financial Statements

5.2.2. Tax Returns

5.2.3. Accounting Records


5.2.4. Banking Records.

5.2.5. Bank Statements

5.2.6. Paid Cheques

5.2.7. Electronic Banking records

5.2.8. Asset Register

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- 5.2.9. Rental Agreements
- 5.2.10. Invoices

### 5.3. INCOME TAX RECORDS


- 5.3.1. PAYE Records
- 5.3.2. Documents issued to employees for income tax purposes
- 5.3.3. Records of payments made to SARS on behalf of employees
- 5.3.4. All other statutory compliances:
- 5.3.5. VAT
- 5.3.6. Skills Development Levies
- 5.3.7. UIF
- 5.3.8. Workmen's Compensation

### 5.4. PERSONNEL DOCUMENTS AND RECORDS

- 5.4.1. Employment Contracts
- 5.4.2. Employment Equity Plan (if applicable)
- 5.4.3. Medical Aid records
- 5.4.4. Provident / Pension Fund records
- 5.4.5. Disciplinary records
- 5.4.6. Salary records
- 5.4.7. SETA records
- 5.4.8. Disciplinary code
- 5.4.9. Leave records
- 5.4.10. Training records
- 5.4.11. Training Manuals

## 6. FORM OF REQUEST (SECTION 51 (1) (e))

- 6.1. Use the prescribed form (Form C –Annexure A to this document when a request is made to a private body or business), also available on the website of the South African Human Rights Commission (SAHRC) at [www.sahrc.org.za](http://www.sahrc.org.za) and submit this form together with a request fee, to the head of the private body.
- 6.2. The form must be addressed and submitted to the head of the private body at his/ her address, fax number, or electronic mail address
- 6.3. The form must:
  - a) provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester,
  - b) indicate which form of access is required,
  - c) specify a postal address or fax number of the requester in the Republic,
  - d) identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right,

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- e) if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,
- f) if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.


## 7. SECTION 52 (2) NOTICE

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

## 8. PRESCRIBED FEES (SECTION 51 (1) (f))

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

- 8.1. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 8.2. 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);
- 8.3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 8.4. Records may be withheld until the fees have been paid;
- 8.5. The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).

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**ANNEXURE A: FORM C**  
**FORM C**

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000)

[Regulation 10]

**A. Particulars of private body**

The Head: Aerosud Holdings (Pty) Ltd and its Subsidiaries  
Postal Address: P O Box 60675, Pierre Van Ryneveld, Pretoria, 0045  
Street Address: 520 Van Ryneveld Ave, Pierre Van Ryneveld, Ext 25, Centurion, Pretoria, 0045  
Telephone No: +27(0)12 662 5000  
Fax No: +27(0)12 662 5163  
Email: [paia@aerosud.co.za](mailto:paia@aerosud.co.za)

**B. Particulars of person requesting access to the record**

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

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

Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_


Capacity in which request is made, when made on behalf of another person: \_\_\_\_\_

**C. Particulars of person on whose behalf request is made**

This section must be completed *ONLY* if a request for information is made on behalf of *another* person.

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

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**D. Particulars of record**

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.  
 (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

- 1 Description of record or relevant part of the record: \_\_\_\_\_  
 \_\_\_\_\_  
 2 Reference number, if available: \_\_\_\_\_  
 3 Any further particulars of record: \_\_\_\_\_  
 \_\_\_\_\_

**E. Fees**

- (a) A request for access to a record, other *than* a record containing personal information about yourself, will be processed only after a request fee has been paid.  
 (b) You will be *notified of* the amount required to be paid as the request fee.  
 (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 for exemption from payment of fees: \_\_\_\_\_  
 \_\_\_\_\_


**F. Form of access to record**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Mark the appropriate box with an X.	
<b>NOTES:</b> (a) Compliance with your request in the specified form may depend on the form in which the record is available. (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form. (c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.	

<b>1. If the record is in written or printed form:</b>	
<input type="checkbox"/>	copy of record*
<input type="checkbox"/>	inspection of record



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<b>2. If record consists of visual images</b> this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
view the images	copy of the images"	transcription of the images*	
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
listen to the soundtrack audio cassette	transcription of soundtrack* written or printed document		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
printed copy of record*	printed copy of information derived from the record"	copy in computer readable form* (stiffy or compact disc)	
'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES    NO

**G Particulars of right to be exercised or protected**

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected: \_\_\_\_\_
2. Explain why the record requested is required for the exercise or protection of the aforementioned right: \_\_\_\_\_

**H. Notice of decision regarding request for access**

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?  
 \_\_\_\_\_

Signed at..... This..... day of .....20

Signature of Requester / Person On Whose Behalf Request Is Made