

**Protea Tyres Kimberley (Pty) Ltd**

Reg. No. 2011/102263/07

T: +27 (0)53 841 0017

C: +27 (0)76 022 3516

✉ 334

Ermelo, 2350

✉ accountant@proteatyres.com

11 Rutherford St, Ashburnham,

Kimberley, 8301

Northern Cape



# PAIA MANUAL

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Prepared in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("PAIA")

## 1. INTRODUCTION

This manual is published in terms of Section 51 of the Promotion of Access to Information Act, No. 2 of 2000 (PAIA) and the Protection of Personal Information Act, No. 4 of 2013 (POPIA), to foster transparency and facilitate access to information held by Protea Tyres Kimberley (Pty) Ltd.

## 2. COMPANY DETAILS

Name of Company	Protea Tyres Kimberley (Pty) Ltd
Registration Number	2011/102263/07
Physical Address	10 Rutherford St, Ashburnham, Kimberley, 8301, Northern Cape
Postal Address	PO Box 334, Ermelo, Mpumalanga, 2350
Telephone Number	(053) 841 0017
Mobile Number	076 022 3516
Email Address	accountant@proteatyres.com
Website	<a href="http://www.proteatyres.com">www.proteatyres.com</a>
Managing Director	Mr WC Janse van Rensburg

Directors: W.C. Janse van Rensburg \*(Managing); FJ van Eeden; MW Viviers; J Laskarides

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### **3. THE ACT (PAIA)**

PAIA gives effect to the constitutional right of access to information held by public and private bodies that is required for the exercise or protection of any rights.

### **4. GUIDE ON HOW TO USE PAIA (Section 10 Guide)**

The guide compiled by the Information Regulator is available at:

- Website: <https://www.inforegulator.org.za>
- Email: [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za)

### **5. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION**

Protea Tyres Kimberley (Pty) Ltd complies with the following legislation (non-exhaustive list):

- Companies Act, No. 71 of 2008
- Basic Conditions of Employment Act, No. 75 of 1997
- Labour Relations Act, No. 66 of 1995
- Employment Equity Act, No. 55 of 1998
- Skills Development Act, No. 97 of 1998
- Occupational Health and Safety Act, No. 85 of 1993
- Income Tax Act, No. 58 of 1962
- Value-Added Tax Act, No. 89 of 1991
- Unemployment Insurance Act, No. 63 of 2001
- Motor Industry Bargaining Council (MIBCO) Agreements and Regulations
- National Environmental Management: Waste Act, No. 59 of 2008
- Second-Hand Goods Act, No. 6 of 2009

Directors: W.C. Janse van Rensburg \*(Managing); FJ van Eeden; MW Viviers; J Laskarides

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## 6. RECORDS HELD BY PROTEA VERSOOLWERKE (ERMLO) (PTY) LTD

### 6.1 Human Resources

- Employee contracts
- Leave records
- Payroll and salary registers
- Training records
- Disciplinary proceedings

### 6.2 Finance and Tax

- Annual financial statements
- Tax returns and VAT records
- Invoices and payment records
- Bank statements

### 6.3 Company Records

- Memorandum of Incorporation
- Share certificates
- Minutes of meetings
- CIPC submissions

### 6.4 Operations and Client Services

- Supplier agreements
- Client invoices and job cards
- Quality control reports

### 6.5 Health and Safety

- Risk assessments
- Safety files
- Incident and accident registers

## 8. REQUEST PROCEDURE

Requests for access must be made using Form 2 (available at [www.inforegulator.org.za](http://www.inforegulator.org.za)) and must be submitted to the Managing Director at the contact details above.

Fees may apply as prescribed under the PAIA regulations.

Directors: W.C. Janse van Rensburg \*(Managing); FJ van Eeden; MW Viviers; J Laskarides

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## 9. GROUNDS FOR REFUSAL

Access to certain documents may be refused on grounds including, but not limited to:

- Protection of personal information
- Commercial confidentiality
- Legal privilege
- Protection of safety or security

## 10. AVAILABILITY OF THIS MANUAL

This manual is available:

- For inspection at the company's offices at **10 Rutherford St, Ashburnham, Kimberley, 8301, Northern Cape**, free of charge
- On request via email at [accountant@proteatyres.com](mailto:accountant@proteatyres.com)

## 11. INFORMATION REGULATOR – CONTACT DETAILS

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

**Telephone:** 010 023 5200

**Email:** [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za) or [PAIAComplaints@inforegulator.org.za](mailto:PAIAComplaints@inforegulator.org.za)

**Postal Address:** P.O Box 31533, Braamfontein, Johannesburg, 2017

Signed at **Pretoria** on this **30th** day of **June 2025**.

A handwritten signature in black ink, appearing to read "W. Janse van Rensburg", written over a horizontal line.

**Mr WC Janse van Rensburg**

**Director**

**Protea Tyres Kimberley (Pty) Ltd**

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