



# PAIA MANUAL

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	<a href="mailto:accountant@proteatyres.com">accountant@proteatyres.com</a>
Website	<a href="http://www.proteatyres.com">www.proteatyres.com</a>
Managing Director	Mr WC Janse van Rensburg



### **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



## **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.



## **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**

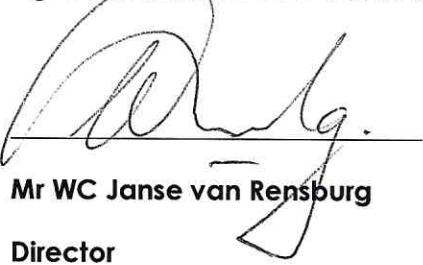
**Website:** [www.inforegulator.org.za](http://www.inforegulator.org.za)

**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**.



Mr WC Janse van Rensburg  
Director

**Protea Tyres Kimberley (Pty) Ltd**