



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 Versoölwerke (Ermelo) (Pty) Ltd.

2. COMPANY DETAILS

Name of Company	Protea Versoölwerke (Ermelo) (Pty) Ltd
Registration Number	1974/002382/07
Physical Address	11 Herald Street, Ermelo, Mpumalanga, 2350
Postal Address	PO Box 334, Ermelo, Mpumalanga, 2350
Telephone Number	(017) 811 5826
Mobile Number	076 022 3516
Email Address	accountant@proteatyres.com
Website	www.proteatyres.com
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

5. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Protea Versoölwerke (Ermelo) (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 VERSOÖLWERKE (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) 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); J.H Malan; J Laskarides

A handwritten signature in black ink, appearing to read "R. Laskarides".



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 **11 Herald Street, Ermelo, Mpumalanga**, free of charge
- On request via email at accountant@proteatyres.com

11. INFORMATION REGULATOR – CONTACT DETAILS

Website: www.inforegulator.org.za

Telephone: 010 023 5200

Email: inforeg@justice.gov.za or 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 blue ink, appearing to read "WC Janse van Rensburg". It is signed over a horizontal line.

Mr WC Janse van Rensburg

Director

Protea Versoölwerke (Ermelo) (Pty) Ltd