

STEEL TUBE AND PIPE PROFILES (PTY) LTD

PAIA MANUAL

**Prepared in terms of section 51 of the
Promotion of Access to Information
Act 2 of 2000 (as amended)**

DATE OF COMPILATION: <u>15/06/2026</u>
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1. LIST OF ACRONYMS AND ABBREVIATIONS

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|-----|--------------------|--|
| 1.1 | "CEO" | Chief Executive Officer |
| 1.2 | "IO" | Information Officer; |
| 1.3 | "Minister" | Minister of Justice and Correctional Services; |
| 1.4 | "PAIA" | Promotion of Access to Information Act No. 2 of 2000 (as amended); |
| 1.5 | "POPIA" | Protection of Personal Information Act No. 4 of 2013; |
| 1.6 | "Regulator" | Information Regulator; and |
| 1.7 | "Republic" | Republic of South Africa |

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 2.3 know the description of the records of the body which are available in accordance with any other legislation;
- 2.4 access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.6 know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.9 know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

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3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE STEEL TUBE AND PIPE PROFILES (PTY) LTD

3.1 Chief Information Officer

Name: JAKOBUS NICOLAAS GELDENHUYS

Tel: 084 608 4239

Email: sales@steeltubeprofiles.co.za

Fax Number:

3.2 Deputy Information Officer *(NB: if more than one Deputy Information Officer is designated, please provide the details of every Deputy Information Officer of the body designated in terms of section 17 (1) of PAIA.*

Name: CHANTEL BERNADETTE GOUWS

Tel: 072 879 4871

Email: sales@steeltubeprofiles.co.za

Fax Number:

3.3 Access to Information general Contacts

Email: sales@steeltubeprofiles.co.za

3.4 National or Head Office

Postal Address: 2 BLOEMPARK
VANDERBIJLPARK AH
GAUTENG
1912
SOUTH AFRICA

Physical Address: 2 BLOEMPARK
VANDERBIJLPARK AH
GAUTENG
1912
SOUTH AFRICA

Telephone: 010 023 0786

Email: sales@steeltubeprofiles.co.za

Website: <https://steeltubeprofiles.co.za/>

4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

4.1 The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

4.2 The Guide is available in each of the official languages and in braille.

4.3 The aforesaid Guide contains the description of-

4.3.1 the objects of PAIA and POPIA

4.3.2 the postal and street address, phone and fax number and, if available, electronic mail address of-

4.3.2.1 the Information Officer of every public body, and

4.3.2.2 every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA ;

4.3.4 the assistance available from the IO of a public body in terms of PAIA and POPIA;

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- 4.3.5 the assistance available from the Regulator in terms of PAIA and POPIA;
- 4.3.6 all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
 - 4.3.6.1 an internal appeal;
 - 4.3.6.2 a complaint to the Regulator; and
 - 4.3.6.3 an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 4.3.7 the provisions of sections 14[5] and 51[8] requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 4.3.8 the provisions of sections 15[1] and 52[2] providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 4.3.9 the notices issued in terms of sections 22[1] and 54[2] regarding fees to be paid in relation to requests for access; and
- 4.3.10 the regulations made in terms of section 92[11].
- 4.4 Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.
- 4.5 The Guide can also be obtained-
 - 4.5.1 upon request to the Information Officer;
 - 4.5.2 from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).
- 4.6 A copy of the Guide is also available in the following English language, for public inspection during normal office hours

5. CATEGORIES OF RECORDS OF THE STEEL TUBE AND PIPE PROFILES (PTY) LTD WHICH ARE AVAILABLE UPON REQUEST

5.1 Administration Records

- Attendance registers
- Correspondence
- Founding Documents
- Licences (categories)
- Minutes of Management Meetings
- Minutes of Staff Meetings
- Shareholder Register

5.2 Human Resource Records

- Conditions of Service
- Employee Records
- Employment Contracts
- Employment Equity Records
- General Correspondence
- Industrial and Labour Relations Records
- Information relating to Health and Safety Regulations
- Pension and Provident Fund Records
- Performance Appraisals
- Personnel Guidelines, Policies and Procedures
- Remuneration Records and Policies
- Skills Requirements

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- Staff Recruitment Policies
- Statutory Records
- Training Records

5.3 Operation Records

- Brochures on Company Information
- Client and Customer Registry
- Contracts
- General Correspondence
- Information relating to Employee Sales Performance
- Information relating to Work-In-Progress
- Marketing and Future Strategies
- Marketing Records
- Production Records
- Sales Records
- Suppliers' Registry

5.4 Finance Records

- Annual Financial Statements
- Asset Register
- Banking Records
- Contracts
- Employment Equity Act 55 of 1998
- Financial Transactions
- General Correspondence
- Insurance Information
- Management Accounts
- Purchase and Order Information
- Stock Records
- Tax Records (company and employee)

5.5 Information Technology Records

- IT Policies and Procedures
- Network Diagrams
- User Manuals

6. DESCRIPTION OF THE RECORDS OF STEEL TUBE AND PIPE PROFILES (PTY) LTD WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION?

APPLICABLE LEGISLATION
Attendance registers
Annual Financial Statements
Conditions of Service
IT Policies and Procedures
Brochures on Company Information
Acceptable usage of personal information
Clients and client's employees, representatives, agents, contractors and service providers
Authorised signatories, beneficiaries, ultimate beneficial owners
Confidential correspondence
Fulfilling statutory obligations in terms of applicable legislation

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Acceptable usage of personal information
Not Applicable / we do not process special information
Basic Conditions of Employment 75 of 1997

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY THE STEEL TUBE AND PIPE PROFILES (PTY) LTD

7.1 Administration Records

- Attendance registers
- Correspondence
- Founding Documents
- Licences (categories)
- Minutes of Management Meetings
- Minutes of Staff Meetings
- Shareholder Register

7.2 Human Resource Records

- Conditions of Service
- Employee Records
- Employment Contracts
- Employment Equity Records
- General Correspondence
- Industrial and Labour Relations Records
- Information relating to Health and Safety Regulations
- Pension and Provident Fund Records
- Performance Appraisals
- Personnel Guidelines, Policies and Procedures
- Remuneration Records and Policies
- Skills Requirements
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- Brochures on Company Information
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- Contracts
- Employment Equity Act 55 of 1998
- Financial Transactions
- General Correspondence
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- Management Accounts
- Purchase and Order Information
- Stock Records
- Tax Records (company and employee)

7.5 Information Technology Records

- IT Policies and Procedures
- Network Diagrams
- User Manuals

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

8.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

Personal Information that may be processed

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

8.2.1 Purpose of Processing

- Fulfilling statutory obligations in terms of applicable legislation
- Historical record keeping, research and recording statistics necessary for fulfilling your business objectives
- Keeping of accounts and records
- Marketing and advertising
- Monitoring, maintaining and managing our contractual obligations to customers, clients, suppliers, service providers, employees, directors and other third parties
- Obtaining information necessary to provide contractually agreed services to customers and clients
- Resolving and tracking complaints
- Staff administration

8.2.2 Data Subjects

- Clients and client's employees, representatives, agents, contractors and service providers
- Existing and former employees (including contractors, agents, temporary and casual employees)
- Healthcare patients and healthcare providers associated with patients
- Our stakeholders
- Suppliers and service providers and their respective authorised employees, representatives, agents, contractors and service providers of such suppliers and service providers

8.2.3 Natural Persons

- Confidential correspondence
- Date of birth
- Email address
- Gender

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- ID number
- Medical, dental, mental and/or other healthcare related information
- Names
- Nationality
- Physical and postal addresses
- Tax related information
- Telephone number

8.2.4 Juristic Persons

- Authorised signatories, beneficiaries, ultimate beneficial owners
- BBBEE information
- Financial information
- Founding documents
- Name of Legal Entity
- Names of contact persons
- Physical and Postal address and contact details
- Registration Number

8.2.5 Special Information

- Not Applicable / we do not process special information

8.3 The recipients or categories of recipients to whom the personal information may be supplied

- Acceptable usage of personal information
- Auditors
- Banks and other financial institutions.
- Regulatory, statutory and government bodies
- Security organisations

8.4 Planned transborder flows of personal information

NB: Indicate if the body has planned transborder flows of personal information. For example, some personal information may be stored in the cloud outside the Republic. Please specify the country in which personal information will be stored and categories of personal information.

8.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

NB: Specify the nature of the security safeguards to be implemented or under implementation to ensure the confidentiality and integrity of the personal information under the care of the body. This may, for example, include data encryption; anti-virus and anti-malware solutions.

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9. AVAILABILITY OF THE MANUAL

9.1 A copy of the Manual is available:

9.1.1 on our website;

9.1.2 head office of STEEL TUBE AND PIPE PROFILES (PTY) LTD for public inspection during normal business hours;

9.1.3 to the Information Regulator upon request.

9.1.4 to any person upon request and upon the payment of a reasonable prescribed fee; and

9.2 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

10. UPDATING OF THE MANUAL

The head of STEEL TUBE AND PIPE PROFILES (PTY) LTD will on a regular basis update this manual.

Issued by



JAKOBUS NICOLAAS GELDENHUYS
Chief Executive Officer