

PAIA MANUAL

EQUATE KAOFELA (PTY) LTD
(Registration Number: 2019/204109/07)

1. INTRODUCTION TO THE COMPANY

Equate Kaofela (Pty) Ltd ("the Company") is a private company that provides quantity surveying services. This manual is published in accordance with Section 51 of the Promotion of Access to Information Act, 2 of 2000 (PAIA).

2. CONTACT DETAILS

Information	Details
Company Name	Equate Kaofela (Pty) Ltd
Registration Number	2019/204109/07
Physical Address	14 Amatola Road, Doringkloof, Centurion, 0157
Postal Address	14 Amatola Road, Doringkloof, Centurion, 0157
Telephone Number	+27 82 074 4658
Email Address	info@equate-group.com
Website	www.equate-group.com
Information Officer	Sandiswa Kondlo
Information Officer Email	sandiswa@equate-group.com
Information Officer Telephone	+27 61 108 2082

3. GUIDE OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC)

In terms of Section 10 of PAIA, the SAHRC has compiled a guide to assist persons wishing to exercise their rights under the Act.

Information	Details
Contact Person	The South African Human Rights Commission (SAHRC)
Postal Address	Private Bag 2700, Houghton, 2041
Telephone Number	+27 11 877 3600
Email Address	PAIA@SAHRC.ORG.ZA
Website	https://www.sahrc.org.za

The guide is available in all official languages and can be obtained from the SAHRC.

4. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Equate Kaofela (Pty) Ltd keeps records in accordance with the following legislation (where applicable):

- Companies Act No. 71 of 2008
- Basic Conditions of Employment Act No. 75 of 1997
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Value Added Tax Act No. 89 of 1991
- Unemployment Insurance Act No. 63 of 2001
- Labour Relations Act No. 66 of 1995
- Protection of Personal Information Act No. 4 of 2013
- Occupational Health and Safety Act No. 85 of 1993



5. SCHEDULE OF RECORDS HELD BY THE COMPANY

The following records are available (subject to applicable internal processes and access request approval):

5.1. Statutory Company Records

- Memorandum of Incorporation
- Company Registration Documents
- Share Register and Resolutions

5.2. Financial Records

- Annual Financial Statements
- Tax Records
- Invoices
- Bank Statements

5.3. Personnel Records

- Employee Contracts
- Payroll Records
- Leave Records
- Training Records

5.4. Client Records

- Contracts
- Project Files
- Quotations and Invoices
- Correspondence

5.5. Internal Policies and Procedures

- PAIA Manual
- POPIA Compliance Policies
- Health and Safety Procedures

6. PROCEDURE TO REQUEST ACCESS TO RECORDS

Requests for access to records must be made in writing using the prescribed Form C and submitted to the Information Officer at the contact details provided.

The request must:

- Provide sufficient detail to enable the Company to identify the requested record(s) and the requester.
- Indicate the form of access required.
- Provide proof of identity.
- Specify the preferred method of communication.

Applicable Fees:

A request fee may be payable. The requester will be notified of any fees before the request is processed.



7. GROUNDS FOR REFUSAL OF ACCESS

Access to certain records may be refused on grounds provided for in PAIA, including but not limited to:

- Protection of personal information of third parties.
- Protection of commercial information of third parties.
- Protection of confidential information of the Company.
- Records privileged from production in legal proceedings.

8. AVAILABILITY OF THE MANUAL

This manual is available:

- On request from the Information Officer

9. UPDATES TO THE MANUAL

This manual will be reviewed and updated periodically as required by legislative or operational changes.

