

PAIA MANUAL

PROMOTION OF ACCESS TO INFORMATION MANUAL (PAIA MANUAL) IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2000

THE ACT

The Promotion of Access to Information Act, 2000, PAIA gives effect to section 32 of the Constitution, which provides that everyone has the right to access information held by the State, as well as information held by another person (or private body) when such privately held information is required to exercise a right or to protect a right. PAIA, provides that a person requesting information must be given access to any record of a private body, if that record is required for the exercise or the protection of a right. However, such request must comply with the procedural requirements laid down by the Act. This Promotion of Access to Information Manual (“the Manual”) has been compiled in accordance with section 51 of the Act. The aim of this Manual is to facilitate the requests for access to records from The Maritime Group as contemplated under the Act.

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1. INTERPRETATION

In this document, clause headings are for convenience and shall not be used in its interpretation unless the context clearly indicates a contrary intention –

- a) an expression which denotes -
 - **any gender** includes the other genders.
 - **a natural person** includes an artificial or juristic person and vice versa.
 - the singular includes the plural and vice versa.
- b) the following expressions shall bear the meanings assigned to them below and cognate expressions bear corresponding meanings -
 - **"This document"** - this document together with all its annexures, as amended from time to time.
 - **"company"** – The Maritime Group trading as Maritime Motors (Pty) Ltd (registration number 1958/003274/07)
 - **"Data Subject"**- the natural or juristic person to whom the Personal Information relates.
 - **"The Act"** - Promotion of Access to Information Act No. 2 of 2000, as amended from time to time including the regulations promulgated in terms of the Act.
 - **Head of the Company** means the "head" as defined in section 1 of PAIA and referred to in clause 4.
 - **Information Officer** means the Chief Executive as referred to in clause 4.
 - **Manual** means this manual prepared in accordance with section 51 of PAIA and regulation 4(1) (d) of the POPIA Regulations.
 - **"POPI"** - the Protection of Personal Information Act, No. 4 of 2013.
 - **"Personal Information"** - the information relating to an unidentifiable, living, natural person, or an identifiable, existing juristic person, as defined in POPI.
 - **"processing"** - an operation or activity, whether by automatic means, concerning Personal Information.
 - **PAIA** means the Promotion of Access to Information Act, 2000.
 - **Personnel** refers to any person who works for or provides services to or on behalf of the Company and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Company, which includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff as well as contract workers.
 - **POPIA** means the Protection of Personal Information Act, 2013.
 - **POPIA Regulations** mean the regulations promulgated in terms of section 112(2) of POPIA.
 - **Private Body** has the meaning ascribed thereto in sections 1 of both PAIA and POPIA.
 - **Responsible Party** has the meaning ascribed thereto in section 1 of POPIA.
 - **Record** has the meaning ascribed thereto in section 1 of PAIA and includes Personal Information.
 - **Requester** has the meaning ascribed thereto in section 1 of PAIA.
 - **Request for Access** has the meaning ascribed thereto in section 1 of PAIA; and
 - any reference to any statute, regulation or other legislation shall be a reference to that statute, regulation, or other legislation as at the signature date, and as amended or substituted from time to time.
 - if any provision in a definition is a substantive provision conferring a right or imposing an obligation on any party then, notwithstanding that it is only in a definition, effect shall be given to that provision as if it were a substantive provision in the body of this document.
 - where any term is defined within a particular clause other than this, that term shall bear the meaning ascribed to it in that clause wherever it is used in this document.
 - where any number of days is to be calculated from a particular day, such number shall be calculated as excluding such day and commencing on the next day. If the last day of such number so calculated falls on a day which is not a business day, the last day shall be deemed to be the next succeeding day which is a business day.
 - any reference to days (other than a reference to business days), months or years shall be a reference to calendar days, months, or years.
 - the use of the word "including" followed by a specific example/s shall not be construed as limiting the meaning of the general wording preceding it and the *eiusdem generis* rule shall not be applied in the interpretation of such general wording or such specific example/s.
 - insofar as there is a conflict in the interpretation of or application of this document and the Act, the Act shall prevail.

- c) this document does not purport to be exhaustive of or comprehensively deal with every procedure provided for in the Act. A requester is advised to familiarise his/her/itself with the provisions of the Act before lodging any request with the company.

2. AIM OF THE MANUAL

The aim of this Manual is to facilitate the requests for access to records of the company as provided for in the Act.

3. AVAILABILITY OF THIS MANUAL

This manual is published on the company website at www.autofund.co.za or alternatively, a copy can be requested from the company (see contact details in clause 3 below).

4. COMPANY DETAILS

As per section 51 of the Act, the company contact details are as follows:

Full Name	Maritime Motors (Pty) Ltd
Registration Number:	1958/003274/07
Postal address:	PO Box 211163, Gqeberha, 6033
Physical address:	Cnr William Moffet Expressway & Circular Drive, Walmer, Gqeberha, 6033
Telephone Number:	+27 41 399 2800
Email:	info@mmpe.co.za
Website	www.maritimemotors.co.za

5. CONTACT DETAILS FOR THE HEAD OF THE COMPANY AND THE INFORMATION OFFICER

5.1 The head of the company is Mr. Wikus Johannes Loots. His Contact details are as follows:

Telephone Number:	+27 41 399 2800
Email:	info@mmpe.co.za

5.2 The Information Officer and Deputy Information Officer(s) are:

Information Officer	
Linda Claridge	Key Individual
Deputy Information Officer(s)	
Lee-Anne Lewis	VS Administration and System & Data Protection Coordinator
Devonia Kettledas	Marketing Data Protection Coordinator
Heidi Reid	Human Resources & Payroll Data Protection Coordinator
Shaun Nel	IT and Software & Digital Security Data Protection Coordinator

5.3 The contact details of the SAHRC are as follows:

Postal address:	Private Bag 2700, Houghton, 2041
Physical address:	3 Braampark Forum, 33 Hoofd Street, Braamfontein, 2017
Telephone Number:	+27-11-877 3600
Fax Number:	+27-11-403 0625
Website:	www.sahrc.org.za

6. PUBLICATION AND AVAILABILITY OF CERTAIN RECORDS IN TERMS OF PAIA

6.1 Schedule of Records

The Schedule of Records as contained in Appendix 2 of this Manual details the Records that are held and/or Processed by the Company for the purposes of PAIA and POPIA respectively. Such Access to such Records may not be granted if they are subject to the grounds of refusal which are specified in clause 7 below.

6.2 List of applicable legislation

- The Company retains records which are required in terms of legislation other than PAIA.
- Certain legislation provides that private bodies shall allow certain persons access to specified records, upon request. Legislation that may be consulted to establish whether the Requester has a right of access to a record other than in terms of the procedure set out in the PAIA are set out in Appendix 3.

7. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS IN TERMS OF PAIA

The following are the grounds on which the Company may, subject to the exceptions contained in Chapter 4 of PAIA, refuse a Request for Access in accordance with Chapter 4 of PAIA:

7.1 Mandatory protection of the privacy of a third party who is a natural person, including a deceased person, where such disclosure of Personal Information would be unreasonable.

7.2 Mandatory protection of the commercial information of a third party, if the Records contain:

- Trade secrets of that third party.
- Financial, commercial, scientific, digital, or technical information of the third party, the disclosure of which could likely cause harm to the financial or commercial interests of that third party; and/or
- Information disclosed in confidence by a third party to the Company, the disclosure of which could put that third party at a disadvantage in contractual or other negotiations or prejudice the third party in commercial competition.

7.3 Mandatory protection of confidential information of third parties if it is protected in terms of any agreement.

7.4 Mandatory protection of the safety of individuals and the protection of property.

7.5 Mandatory protection of Records that would be regarded as privileged in legal proceedings.

7.6 Protection of the commercial information of the Company, which may include:

- Trade secrets.
- Financial/commercial, scientific, or technical information, the disclosure of which could likely cause harm to the financial or commercial interests of the Company.
- Information which, if disclosed, could put the Company at a disadvantage in contractual or other negotiations or prejudice the Company in commercial competition; and/or
- Computer programs which are owned by the Company, and which are protected by copyright and intellectual property laws.

7.7 Research information of the Company or a third party, if such disclosure would place the research or the researcher at a serious disadvantage; and

7.8 Requests for Records that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources.

8. INFORMATION OR RECORDS NOT FOUND

If the Company cannot find the records that the Requester is looking for despite reasonable and diligent search and it believes either that the records are lost or that the records are in its possession but unattainable, the Requester will receive a notice in this regard from the Information Officer in the form of an affidavit setting out the measures taken to locate the document and accordingly the inability to locate the document.

9. REMEDIES AVAILABLE TO THE REQUESTER UPON REFUSAL OF A REQUEST FOR ACCESS IN TERMS OF PAIA

9.1 The Company does not have internal appeal procedures. As such, the decision made by the Information Officer is final, and Requesters will have to exercise such external remedies at their disposal if the Request for Access is refused.

9.2 In accordance with sections 56(3) (c) and 78 of PAIA, a Requester may apply to a court for relief within 180 days of notification of the decision for appropriate relief.

10. PROCEDURES FOR A REQUEST FOR ACCESS IN TERMS OF PAIA

10.1 A Requester must comply with all the procedural requirements as contained in section 53 of PAIA relating to a Request for Access to a Record.

10.2 A Requester must complete the prescribed Request for Access form attached as Appendix 4 and submit the completed Request for Access form as well as payment of a request fee (if applicable) and a deposit (if applicable), to the Information Officer at the postal or physical address, facsimile number or electronic mail address stated in clause 4 above.

10.3 The Request for Access form must be completed with enough detail so as to enable the Information Officer to identify the following:

- the Record/s requested.
- the identity of the Requester.
- the form of access that is required, if the request is granted.
- the postal address or fax number of the Requester; and
- the right that the Requester is seeking to protect and an explanation as to why the Record is necessary to exercise or protect such a right.

10.4 If a Request for Access is made on behalf of another person, the Requester must submit proof of the capacity in which the Requester is making the request to the reasonable satisfaction of the Information Officer.

10.5 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.

10.6 The Company will voluntarily provide the requested Records to a Personal Requester (as defined in section 1 of PAIA). The prescribed fee for reproduction of the Record requested by a Personal Requester will be charged in accordance with section 54(6) of PAIA and paragraph 11 below.

11. FEES

11.1 When the Request for Access is received by the Information Officer, the Information Officer will by notice require the Requester, other than a Personal Requester, to pay the prescribed request fee (if any), before further processing of the Request for Access.

11.2 Prescribed request fees are set out in Appendix 5.

11.3 If the search for a Record requires more than the prescribed hours for this purpose, the Information Officer will notify the Requester to pay as a deposit, the prescribed portion of the access fee (being not more than one third) which would be payable if the Request for Access is granted.

11.4 The Information Officer will withhold a Record until the Requester has paid the fees set out in Appendix 5.

11.5 A Requester whose Request for Access to a Record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the Record for disclosure, including making arrangements to make it available in a requested form provided for in PAIA.

11.6 If a deposit has been paid in respect of a Request for Access which is refused, the Information Officer will repay the deposit to the Requester.

12. DECISIONS TO GRANT ACCESS TO RECORDS

12.1 The Company will decide whether to grant or decline the Request for Access within 30 days of receipt of the Request for Access and must give notice to the Requester with reasons (if required) to that effect.

12.2 The period referred to above may be extended for a further period of not more than 30 days if the Request for Access is for many Records or the Request for Access requires a search for Records held at another office of the Company and the Records cannot reasonably be obtained within the original 30-day period.

12.3 The Company will notify the Requester in writing should an extension of time as contemplated above be required.

12.4 If, in addition to a written reply from the Information Officer, the Requester wishes to be informed of the decision on the Request for Access in any other manner, the Requester must state the manner and particulars so required.

13. AVAILABILITIES OF THE MANUAL

13.1 This Manual is made available in terms of PAIA and section 4 of the Regulations to POPIA.

13.2 This Manual is also available at www.maritimemotors.co.za

13.3 This Manual is further available at the offices of the Company for inspection during normal business hours. No fee will be levied for inspection as contemplated in this clause.

13.4 Copies of the Manual can be obtained from the Information Officer. A fee will be levied for copies of the manual in accordance with Appendix 5.

14. PROTECTION OF PERSONAL INFORMATION THAT IS PROCESSED BY THE COMPANY

14.1 Chapter 3 of POPIA provides for the minimum Conditions for Lawful Processing of Personal Information by a Responsible Party. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA.

14.2 The Company needs Personal Information relating to both individual and juristic persons to carry out its business and organisational functions. The way this information is Processed and the purpose for which it is Processed is determined by the Company.

The Company is accordingly a Responsible Party for the purposes of POPIA and will ensure that the Personal Information of a Data Subject:

- Is processed lawfully, fairly, and transparently. This includes the provision of appropriate information to Data Subjects when their data is collected by the Company, in the form of privacy or data collection notices. Maritime Motors (Pty) Ltd must also have a legal basis (for example, consent) to process Personal Information.
- Is processed only for the purposes for which it was collected.
- Will not be processed for a secondary purpose unless that processing is compatible with the original purpose.
- Is adequate, relevant, and not excessive for the purposes for which it was collected.
- Is accurate and kept up to date.
- Will not be kept for longer than necessary.
- Is processed in accordance with integrity and confidentiality principles; this includes physical and organisational measures to ensure that Personal Information, in both physical and electronic form, are subject to an appropriate level of security when stored, used and communicated by the Company, in order to protect against access and acquisition by unauthorised persons and accidental loss, destruction or damage.
- Is processed in accordance with the rights of Data Subjects, where applicable. Data Subjects have the right to:
 - (a) be notified that their Personal Information is being collected by the Company. The Data Subject also has the right to be notified in the event of a data breach.
 - (b) know whether the Company holds Personal Information about them, and to access that information. Any request for information must be handled in accordance with the provisions of this Manual.
 - (c) request the correction or deletion of inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or unlawfully obtained personal information.

(d) object to the Company's use of their Personal Information and request the deletion of such Personal Information (deletion would be subject to the Company's record keeping requirements).

(e) object to the processing of Personal Information for purposes of direct marketing by means of unsolicited electronic communications; and

(f) complaint to the Information Regulator regarding an alleged infringement of any of the rights protected under POPIA and to institute civil proceedings regarding the alleged non-compliance with the protection of his, her or its personal information.

14.3 Purpose of the Processing of Personal Information by the Company

As outlined above, Personal Information may only be Processed for a specific purpose. The purposes for which the Company Processes or will Process Personal Information be set out in Part 1 of Appendix 6.

14.4 Categories of Data Subjects and Personal Information/special Personal Information relating thereto

As per section 1 of POPIA, a Data Subject may either be a natural or a juristic person. Part 2 of Appendix 6 sets out the various categories of Data Subjects that the Company Processes Personal Information on and the types of Personal Information relating thereto.

14.5 Recipients of Personal Information

Part 3 of Appendix 6 outlines the recipients to whom the Company may provide a Data Subjects Personal Information to.

14.6 Cross-border flows of Personal Information

Section 72 of POPIA provides that Personal Information may only be transferred out of the Republic of South Africa if the:

- recipient country can offer such data an "adequate level" of protection. This means that its data privacy laws must be substantially similar to the Conditions for Lawful Processing as contained in POPIA; or
- Data Subject consents to the transfer of their Personal Information; or
- transfer is necessary for the performance of a contractual obligation between the Data Subject and the Responsible Party; or
- transfer is necessary for the performance of a contractual obligation between the Responsible Party and a third party, in the interests of the Data Subject; or
- the transfer is for the benefit of the Data Subject, and it is not reasonably practicable to obtain the consent of the Data Subject, and if it were, the Data Subject, would in all likelihood provide such consent.

Part 4 of Appendix 6 sets out the planned cross-border transfers of Personal Information and the condition from above that applies thereto.

14.7 Description of information security measures to be implemented by the Company.

Part 5 of Appendix 6 sets out the types of security measures to be implemented by the Company in order to ensure that Personal Information is respected and protected. A preliminary assessment of the suitability of the information security measures implemented or to be implemented by the Company may be conducted in order to ensure that the Personal Information that is processed by the Company is safeguarded and processed in accordance with the Conditions for Lawful Processing.

14.8 Objection to the Processing of Personal Information by a Data Subject

Section 11 (3) of POPIA and regulation 2 of the POPIA Regulations provides that a Data Subject may, at any time object to the Processing of his/her/its Personal Information in the prescribed form attached to this manual as Appendix 7 subject to exceptions contained in POPIA.

14.9 Request for correction or deletion of Personal Information

Section 24 of POPIA and regulation 3 of the POPIA Regulations provides that a Data Subject may request for their Personal Information to be corrected/deleted in the prescribed form attached as Appendix 8 to this Manual.

Appendix 1

Description of the subjects on which the Company holds records, and the categories of records held on each subject. Each of these records are available on request in terms of PAIA.

1 Client Services Records

1.1	Client correspondence;	1.7	Proposal and tender documents.
1.2	Client fee files;	1.8	Project plans.
1.3	Client contracts;	1.9	Risk Management records; Solution Methodologies.
1.4	Client business information;	1.10	Standard terms and conditions of supply of goods and/or services.
1.5	Legal documentation;		
1.6	Working papers.		

2 Corporate Governance

2.1	Codes of conduct;	2.4	Executive committee meeting minutes.
2.2	Corporate social investment records;	2.5	Legal compliance records.
2.3	Board meeting minutes; and	2.6	Policies.

3 Finance and Administration

3.1	Accounting records.		
3.2	Remittances.		
3.3	Annual financial statements. Invoices and statements for all service and trade for vehicle sales, Parts & Workshop, debtors and creditors, Finance and Insurance.		
3.4	Agreements; Banking records;	3.7	Tax records and returns.
3.5	Correspondence;	3.8	Statistics SA returns; and
3.6	Purchase orders.		

4 Human Capital

4.1	BEE statistics;	4.7	Leave records.
4.2	Career development records;	4.8	PAYE records and returns.
4.3	Personnel information;	4.9	Performance management records.
4.4	Employment equity reports;	4.10	Assessments; Policies and procedures.
4.5	General terms of employment;	4.11	UIF returns.
4.6	Letters of employment;	4.12	Retirement benefit
4.13	Medical Aid records; and		

5 Information Management and Technology

- 5.1 Agreements;
- 5.2 Equipment register;
- 5.3 Information policies; and
- 5.4 standards, procedures and guidelines.

6 Learning and Education

- 6.1 Training material;
- 6.2 Training records and statistics;
- 6.3 Learnership Programmes.
- 6.4 Training agreements; and

7 Library and Information and Research Centre

- 7.1 External publications;
- 7.2 Internal publications;
- 7.3 Reference works.
- 7.4 Periodicals; and
- 7.5 Research files and articles.

8 Marketing and Communication

- 8.1 Proposal documents;
- 8.2 New business development;
- 8.3 Brand information management;
- 8.4 Marketing strategies;
- 8.5 Communication strategies.
- 8.6 Agreements.
- 8.7 Client relationship programmes.
- 8.8 Marketing publications and brochures.
- 8.9 Sustainability programmes.

9 Operations

- 9.1 Access control records;
- 9.2 Agreements;
- 9.3 Archival administration documentation;
- 9.4 Communication strategies;
- 9.5 General correspondence.
- 9.6 Patents and Trademark documents;
- 9.7 Insurance documentation;
- 9.8 PABX management information;
- 9.9 Service level agreements.
- 9.10 Standard trading terms and conditions of supply of services and goods.
- 9.11 Travel documentation.
- 9.12 Procurement agreements and Documentation.
- 9.13 Used order books.
- 9.14 Vehicle registration documents; and
- 9.15 Cellular phone registration documents, including RICA.

10 Secretarial Services

- 10.1 Applicable statutory documents, including but not limited to, certificates of incorporation and certificates to commence business.
- 10.2 Corporate structure documents.
- 10.3 Memoranda and Articles of Association.
- 10.4 Share registers.
- 10.5 Statutory Returns to relevant authorities.
- 10.6 Share certificates.
- 10.7 Shareholder agreements.
- 10.8 Minutes of meetings; and
- 10.9 Resolutions passed.

Appendix 2

LIST OF APPLICABLE LEGISLATION
Administration of Adjudication of Road Traffic Offences Act 46 of 1998
Advertising on Roads & Ribbon Development Act 21 of 1940
Basic Conditions of Employment Act 75 of 1997
Bills of Exchange Act 34 of 1964
Broad-Based Black Economic Empowerment Act 53 of 2003
Broadcasting Act 4 of 1999
Companies Act 71 of 2008
Compensation for Occupational Injuries and Diseases Act 130 of 1993
Competition Act 89 of 1998
Constitution of South Africa Act 108 of 1996
Consumer Protection Act 68 of 2009
Copyright Act 98 of 1987
Criminal Procedure Act 51 of 1977
Currency & Exchanges Act 9 of 1933
Customs and Excise Act 91 of 1964
Electronic Communications and Transactions Act 2 of 2000
Employment Equity Act 55 of 1998
Environment Conservation Act 73 of 1989
Financial Advisory & Intermediary Services Act 37 of 2002
Financial Intelligence Centre Act 38 of 2001
Firearms Control Act 60 of 2000
Formalities In Respect of Leases of Land Act 18 of 1969
Health Act 63 of 1977
Income Tax Act 58 of 1962
Labour Relations Act 66 of 1995
Long Term Insurance Act 52 of 1998
National Building Regulations and Building Standards Act 103 of 1997
National Credit Act 34 of 2005
National Environmental Management Act 107 of 1998
National Environmental Management: Air Quality Act 39 of 2004
National Environmental Management: Waste Act 59 of 2008
National Water Act 36 of 1998
National Road Traffic Act 93 of 1996
Occupational Health and Safety Act 85 of 1993
Patents Act 57 of 1987
Pension Funds Act 24 of 1956
Prescription Act 18 of 1943
Prevention & Combating of Corrupt Activities Act 12 of 2004

Prevention of Constitutional Democracy against Terrorist & Related Activities Act 33 of 2004
Prevention of Organised Crime Act 121 of 1998
Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
Protected Disclosures Act 26 of 2000
Regulation of Interception of Communications and Provisions of Communication Related Information Act 70 of 2002
Sales and Service Matters Act 25 of 1964
Second-Hand Goods Act 23 of 1955
Securities Services Act 36 of 2004
Securities Transfer Act 25 of 2007
Short-Term Insurance Act 53 of 1998
Skills Development Act 97 of 1997
Skills Development Levies Act 9 of 1999
South African Reserve Bank Act 90 of 1989
The South African National Roads Agency Limited & National Roads Act 7 of 1998
Tobacco Products Control Act 12 of 1999
Trademarks act 194 of 1993
Transfer Duty Act 40 of 1949
Unemployment Insurance Act 63 of 2001
Unemployment Insurance Fund Contributions Act 4 of 2002
Value-Added Tax Act 89 of 1991

Although we have used our best endeavours to supply a list of applicable legislation, it is possible that this list may be incomplete. Whenever it comes to our attention that existing or new legislation allows a Requester access on a basis other than as set out in PAIA, we shall update the list accordingly. If a Requester believes that a right of access to a record exists in terms of other legislation listed above or any other legislation, the Requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity of considering the request in light thereof.

ACCESS REQUEST FORM - RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000) [Regulation 10]

COMPLETION OF ACCESS REQUEST FORM

- The Access Request Form must be completed.
- Proof of identity is required to authenticate the identity of the requester. Attach a copy of the requester's identification document.
- Type or print in BLOCK LETTERS an answer to every question.
- If a question does not apply, state "N/A".
- If there is nothing to disclose in reply to a question, state "nil".
- When there is insufficient space on a printed form, additional information may be provided on an attached folio, and each answer on such folio must reflect the applicable title.

1. Particulars of Private body The Information Officer:

Maritime Motors (Pty) Ltd

Cnr William Moffet Expressway & Circular Drive

Walmer

Gqeberha

6033

PO Box 211163

Gqeberha

Telephone: +27 41 3992800

Email: info@mmpe.co.za

2. Of Requester (if natural person)

- The particulars of the person who requests access to the record must be given below.
- b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- Proof of the capacity in which the request is made, if applicable, must be attached.

3. Of Requester (if a legal entity)

- The particulars of the entity that requests access to the record must be given below.
- The address and/or fax number in the Republic to which the information is to be sent.
- Proof of the capacity in which the request is made, if applicable, must be attached.

4. Of person on whose behalf request is made.

This section must be completed ONLY if a request for information is made on behalf of another person.

5. Of record

- Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- If the provided space is inadequate, please continue a separate folio and attach it to this form.

The requester must sign all the additional folios.

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record

6. Fees

A request for access to a record, other than a record containing personal information about yourself, will be processed only after a non-refundable request fee of R57.00 has been paid.

The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.

You will be notified of the amount required to be paid as the access fee.

If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

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Appendix 4

7. FEES

The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

The fees for reproduction referred to in regulation 11(1) are as follows:

(a)	For every photocopy of an A4-size page or part thereof	R1,10	
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,75	
(c)	For a copy in a computer-readable form on -		
(d)	(i)	For a transcription of visual images, for an A4-size page or part thereof	R40,00
	(ii)	For a copy of visual images	R60,00
(e)	(i)	For a transcription of an audio record, for an A4-size page or part thereof	R20,00
	(ii)	For a copy of an audio record	R30,00

The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

The access fees payable by a requester referred to in regulation 11(3) are as follows:

(1)	(a)	For every photocopy of an A4-size page or part thereof	R1,10
	(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,75
	(c)	For a copy in a computer-readable form on -	
	(d)	(i)	For a transcription of visual images, for an A4-size page or part thereof
		(ii)	For a copy of visual images
	(e)	(i)	For a transcription of an audio record, for an A4-size page or part thereof
		(ii)	For a copy of an audio record
	(f)	To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	

For purposes of section 54(2) of PAIA, the following applies:

Six hours as the hours to be exceeded before a deposit is payable; and one third of the access fee is payable as a deposit by the requester.

The actual postage is payable when a copy of a record must be posted to a requester.

Appendix 5

Part 1

PROCESSING OF PERSONAL INFORMATION IN ACCORDANCE WITH POPIA

Purpose of the Processing of Personal Information	Type of Processing
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1	To provide services to the Customer in accordance with terms agreed to by the Customer.	Collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
2	To undertake activities related to the provision of services and transactions, including:	
2.1	to fulfil foreign and domestic legal, regulatory and compliance requirements and comply with any applicable treaty or agreement with or between foreign and domestic governments applicable to the Company.	
2.2	to verify the identity of Customer representatives who contact the Company or may be contacted by the Company.	
2.3	for risk assessment, information security management, statistical, trend analysis and planning purposes.	
2.4	to monitor and record calls and electronic communications with the Customer for quality, training, investigation and fraud prevention purposes; for crime detection, prevention, investigation and	
2.5	prosecution; to enforce or defend the Company's rights; and to manage	
2.6	the Company's relationship with the Customer.	
2.7	The purposes related to any authorised disclosure made in terms of agreement, law or regulation.	
3	Any additional purposes expressly authorised by the Customer; and	
4	Any additional purposes as may be notified to the Customer or Data Subjects in any notice provided by the Company	

Part 2

Categories of Data Subjects and categories of Personal Information relating thereto

Categories of Data Subjects of and categories of Personal Information relating thereto	Data Subject	Personal Information Processed
<p>Customer:</p> <ul style="list-style-type: none"> o Corporate Customer Profile information including, account details, payment information, corporate structure, customer risk rating and other customer information including to the extent the categories of information relate to individuals or representatives of customers (e.g., shareholders, directors, etc.) required for the above-mentioned purposes. o Individual. Name; contact details (Company E-Mail Address, Company Telephone Number), client details (Home Facsimile Number, Home Postal Address, Home Telephone Number, Personal Cellular, Mobile or Wireless Number, Personal E-Mail Address); regulatory identifiers (e.g., tax identification number). Account information (Bank Account Currency Code, Bank Account Id, Bank Account Name, Bank Account Number, Bank Account Type, Bank account balance); transaction details and branch details; “know-your customer” data, photographs; other identification and verification data as contained in images of ID card, passport and other ID documents; images of customer signatures) 	<p>Natural Persons. Juristic Persons.</p>	<p>Personal data relating to a Data Subject received by or on behalf of the Company from the Customer, Customer affiliates and their respective representatives and related parties in the course of providing accounts and services to the Customer or in connection with a transaction or services. Customer personal data may include names, contact details, identification and verification information, nationality and residency information, taxpayer identification numbers, voiceprints, bank account and transactional information (where legally permissible), to the extent that these amount to personal data under POPIA.</p>
<p>Payment beneficiaries: Bank Account Currency Code, Bank Account Id, Bank Account Name, Bank Account Number, Bank Account Type; beneficiary address, transaction details; payment narrative and, for certain data transferred from the UK only, National Insurance numbers.</p>		
<p>Personnel:</p> <p>Name; employee ID number; business contact details (address/telephone number/email address)</p>		

Part 3

Recipients of Personal Information

The Company, its affiliates and their respective representatives

Part 4

Cross border transfers of Personal Information

When making authorized disclosures or transfers of personal information in terms of section 72 of POPIA, Personal Data may be disclosed to recipients located in countries which do not offer a level of protection for those data as high as the level of protection as South Africa.

Part 5

Description of information security measures

The Company undertakes to institute and maintain the data protection measures to accomplish the following objectives outlined below. The details given are to be interpreted as examples of how to achieve an adequate data protection level for each objective. The Company may use alternative measures and adapt to technological security development, as needed, provided that the objectives are achieved.

1. Access Control of Persons

The Company shall implement suitable measures to prevent unauthorized persons from gaining access to the data processing equipment where the data are processed.

2. Data Media Control

The Company undertakes to implement suitable measures to prevent the unauthorized manipulation of media, including reading, copying, alteration or removal of the data media used by the Company and containing personal data of Customers.

3. Data Memory Control

The Company undertakes to implement suitable measures to prevent unauthorized input into data memory and the unauthorized reading, alteration, or deletion of stored data.

4. User Control

The Company shall implement suitable measures to prevent its data processing systems from being used by unauthorized persons by means of data transmission equipment.

5. Access Control to Data

The Company represents that the persons entitled to use the Company's data processing system are only able to access the data within the scope and to the extent covered by their respective access permissions (authorization).

6. Transmission Control

The Company shall be obliged to enable the verification and tracing of the locations / destinations to which the personal information is transferred by utilization of the Company's data communication equipment / devices.

7. Transport Control

The Company shall implement suitable measures to prevent Personal Information from being read, copied, altered, or deleted by unauthorized persons during the transmission thereof or during the transport of the data media.

8. Organization Control

The Company shall maintain its internal organization in a manner that meets the requirements of this Manual.

“A request for access to a record contemplated in section 18(1) or 53(1) of the Act, must be made on a form that corresponds substantially with Form 2 of Annexure A to the Regulations, to the Information Officer.”

In accordance with the notice issued by the Information Regulator on 28 August 2025 regarding non-compliance with Regulation 7.1 of the PAIA Regulations (2021), Maritime Motors Group has updated its PAIA Manual as follows:

All requests for access to records held by Maritime Motors Group must be made using the **prescribed Form 2 (Annexure A, Regulation 7.1)**.

Requesters are required to submit completed Form 2 to the Information Officer or Deputy Information Officer of Maritime Motors Group, as set out in this Manual.

This update is effective immediately and forms part of Maritime Motors Group’s ongoing compliance with the Promotion of Access to Information Act (Act No. 2 of 2000) and related regulations.

NON-COMPLIANCE WITH REGULATION 7.1 OF REGULATIONS RELATING TO THE PROMOTION OF ACCESS TO INFORMATION, 2021

1. The Information Regulator (“Regulator”) is empowered, in terms of section 77H (1) of the Promotion of Access to Information Act No. 2 of 2000 (PAIA), to conduct compliance assessments on its own initiative or upon receipt of a request. The purpose would be to determine whether a public or private body complies with the provisions of PAIA as far as its policies and implementation procedures are concerned.

2. The Regulator is also enjoined by section 77C (1) (a) of PAIA to investigate complaints related to access to information and lodged in terms of section 77A of PAIA. In the execution of the investigative mandate, the Regulator has noted with concern the continued use of the repealed PAIA request Form A by private and public bodies, notwithstanding a notice issued by the Regulator in 2021 communicating the new PAIA forms.

3. The use of incorrect PAIA forms amounts to non-compliance with regulation 7.1 of the Regulations relating to the Promotion of Access to Information, 2021 (Regulations), which provides that “a request for access to a record contemplated in section 18(1) or 53(1) of the Act, must be made on a form that corresponds substantially with Form 2 of Annexure A to the Regulations, to the Information Officer.”

4. This continued non-compliance is hampering access to information as well as the Regulator’s mandate to investigate complaints lodged. Consequently, all Information Officers / Heads of Private Bodies and Deputy Information Officers are hereby directed to ensure that the prescribed Form 2 is utilised when processing requests for access to information and provided to requesters as and when requested. The prescribed form can be accessed by using the following [hyperlink: InfoRegSA-PAIA-Form02-Reg7.pdf](#)

For any further queries, please contact our Information Officer or the Information Regulator (enquiries@inforegulator.org.za).

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address:

Fax number:

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person.

PERSONAL INFORMATION	
Full Names	<input type="text"/>
Identity Number	<input type="text"/>
Capacity in which request is made (when made on behalf of another person)	<input type="text"/>
Postal Address	<input type="text"/>
Street Address	<input type="text"/>
E-mail Address	<input type="text"/>
Contact Numbers	Tel. (B): <input type="text"/> Facsimile: <input type="text"/>
	Cellular: <input type="text"/>
Full names of person on whose behalf request is made (if applicable):	<input type="text"/>
Identity Number	<input type="text"/>
Postal Address	<input type="text"/>

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED			
<i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
<i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

Maritime Motors (Pty) Ltd t/a Maritime Motors (Reg. No. 1958/003274/07) Passenger Cars Cnr William Moffett Expressway & Circular Drive, PO Box 211163 Gqeberha, 6033 Tel +27 (0) 41 399 2800 Fax +27 (0) 41 399 2920 www.maritimemotors.co.za	Maritime Motors (Pty) Ltd t/a Maritime Motors (Reg. No. 1958/003274/07) Commercial Vehicles 111 Grahamstown Road PO Box 2202 Gqeberha, 6056 Tel +27 (0) 41 408 6600 Fax +27 (0) 41 484 3037 www.maritimemotors.co.za	Maritime Motors (Pty) Ltd t/a Autohaus PE (Reg. No. 1958/003274/07) Used Vehicles Cnr William Moffett Expressway & Circular Drive, PO Box 211163 Gqeberha, 6033 Tel +27 (0) 41 399 2800 Fax +27 (0) 41 399 2920 www.maritimemotors.co.za	Maritime Motors (Pty) Ltd t/a Honda PE (Reg. No. 1958/003274/07) Honda Auto PE Cnr William Moffet Expressway & Circular Drive, Suite 55, Pvt Box X002. Gqeberha, 6033 Tel +27(0) 41 399 2800 Fax +27(0) 41 399 2920 www.hondape.co.za	Maritime Motors (Pty) Ltd t/a Jetour Nelson Mandela Bay (Reg. No. 1958/003274/07) Passenger Cars Cnr William Moffett Expressway & Circular Drive, PO Box 211163 Gqeberha, 6033 Tel +27 (0) 41 399 2800 Fax +27 (0) 41 399 2920 www.maritimemotors.co.za	Southern Cape Motors (Pty) Ltd t/a Honda George (Reg. No. 2007/009405/07) Honda Auto George Cnr CJ Langenhoven & Herrie Streets, PO Box 2313, George 6530 Tel +27 (0) 44 803 7900 Fax +27 (0) 44 803 7921 www.hondageorge.co.za
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The Maritime Group is an Authorised Financial Services Provider FSP Number 45171

Directors: NA Stucken (Chairman), Wikus Loots (Managing Director), RA Kirsten, NE Pityana, DP Stucken, JP Stucken