

MAGNIF ENGINEERING AND SERVICES CC
Registration number 2009/092634/23

PAIA MANUAL

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

DATE OF COMPILATION: 9/3/2026

UPDATED:

1. LIST OF ACRONYMS AND ABBREVIATIONS

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|-----|--------------------|--|
| 1.1 | “IO“ | Information Officer; |
| 1.2 | “PAIA” | Promotion of Access to Information Act No. 2 of 2000(as Amended); |
| 1.3 | “POPIA” | Protection of Personal Information Act No.4 of 2013; |
| 1.4 | “Regulator” | Information Regulator; and |
| 1.5 | “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 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.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF REFERRALS FOR LIFE (PTY) LTD

3.1. Chief Information Officer

Name: PHILIP GIDEON DUNN
Tel: 073 426 9646
Email: philip@bni.co.za

3.2 National or Head Office

Postal Address: Postnet,
Suite 72,
Private Bag X7260,
Die Heuwel,
Witbank.
1035

Physical Address: 1 Van Ryneveld Avenue,
Witbank Ext 5, 1035

Telephone: 073 426 9646

Email: philip@bni.co.za

Website: www.bni-estrland.co.za and www.bni-mpumalanga.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 PAIA¹ and section 56 of POPIA²;

4.3.3. the manner and form of a request for-

4.3.3.1. access to a record of a public body contemplated in section 11³; and

4.3.3.2. access to a record of a private body contemplated in section 50⁴;

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

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-

¹ Section 17(1) of PAIA- *For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.*

² Section 56(a) of POPIA- *Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.*

³ Section 11(1) of PAIA- *A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

⁴ Section 50(1) of PAIA- *A requester must be given access to any record of a private body if-*

- a) *that record is required for the exercise or protection of any rights;*
- b) *that person complies with the procedural requirements in PAIA relating to a request for access to that record; and*
- c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

- 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 14⁵ and 51⁶ 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 15⁷ and 52⁸ 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 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 4.3.10. the regulations made in terms of section 92¹¹.

⁵ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁷ Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

⁸ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

⁹ Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

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 two official languages, for public inspection during normal office hours-

English and Afrikaans

5 CATEGORIES OF RECORDS OF MAGNIF ENGINEERING AND SERVICES CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Category of records	Types of the Record	Available on Website	Available upon request
Newsletters, advertisements	Media		X

6 DESCRIPTION OF THE RECORDS OF MAGNIF ENGINEERING AND SERVICES CC WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Category of Records	Applicable Legislation
Memorandum of incorporation	Companies Act 71 of 2008
PAIA Manual	Promotion of Access to Information Act 2 of 2000

LEGISLATION

The Company may hold information in terms of but not limited to the following legislation:

- i. Basic Conditions of Employment Act, No 75 of 1997;
- ii. Companies Act, No 71 of 2008;
- iii. Compensation for Occupational Injuries & Diseases Act, 130 of 1993;
- iv. Competition Act, No.71 of 2008;
- v. Constitution of the Republic of South Africa;
- vi. Copyright Act, No 98 of 1978;
- vii. Customs and Excise Act, 91 of 1964;
- viii. Electronic Communications Act, No 36 of 2005;
- ix. Electronic Communications and Transactions Act, No 25 of 2002;
- x. Employment Equity Act, No 55 of 1998;
- xi. Financial Intelligence Centre Act, No 38 of 2001;
- xii. Income Tax Act, No 58 of 1962;
- xiii. Intellectual Property Laws Amendment Act, No 38 of 1997;
- xiv. Labour Relations Act, No 66 of 1995;
- xv. Occupational Health & Safety Act, No 85 of 1993;
- xvi. Prescription Act, No 68 of 1969;
- xvii. Prevention of Organised Crime Act, No 121 of 1998;
- xviii. Promotion of Access to Information Act, No 2 of 2000;
- xix. Protection of Personal Information Act, No. 4 of 2013;
- xx. Regulation of Interception of Communications and Provision of Communication-Related Information Act 70 of 2002
- xxi. Revenue laws Second Amendment Act. No 61 of 2008

xxii. Skills Development Levies Act No. 9 of 1999;

xxiii. Unemployment Insurance Contributions Act 4 of 2002;

xxiv. Unemployment Insurance Act No. 30 of 1966.

7 DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY MAGNIF ENGINEERING AND SERVICES CC

Subjects on which the body holds records	Categories of records
Strategic Documents, Plans, Proposals	Annual Reports, Strategic Plan, Annual Performance Plan.
Human Resources	- HR policies and procedures - Advertised posts - Employees records
Finance	- Financial records and Statements
Business	- Manuals, procedures, methods, contracts, proprietary methods, administrative documents, internal and external communications
Members	- Member applications, information, contracts, records
Presentation and training	- Training manuals and media, presentations and supporting media

8 PROCESSING OF PERSONAL INFORMATION

8.2 Purpose of Processing Personal Information

Personal information of members is processed and stored in respect of the ongoing membership participation in the business and is retained only for so long as required for the servicing of those members and the proper maintenance of financial records.

The information is used only for the purpose for which it was supplied and not disclosed unless we are lawfully required to do so.

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

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients / Members	name, address, registration numbers or identity numbers, employment status and bank details
Service Providers	names, registration number, vat numbers, address, trade secrets and bank details
Employees	address, qualifications, gender and race

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

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names, for criminal checks	South African Police Services
Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus
Member identity, training, and status	Global Franchisor

8.5 Planned trans-border flows of personal information

Limited member information may be communicated to the Global Franchisor in the United States of America or Ireland or varied host nations of international conferences for the purpose of member verification reporting, conference attendance, membership disputes or training.

8.6 General description of Information Security Measures to be implemented by the

responsible party to ensure the confidentiality, integrity and availability of the information

Data Encryption, Anti- virus and Anti-malware Solutions, access codes and safe storage are implemented in respect of data held.

9 AVAILABILITY OF THE MANUAL

9.2 A copy of the Manual is available-

- 9.2.1 at the head office of the Magnif Engineering and Services CC for public inspection during normal business hours, by appointment;
- 9.2.2 to any person upon request and upon the payment of a reasonable prescribed fee; and
- 9.2.3 from the Information Regulator upon request;
- 9.2.4 The company websites.

9.3 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 MAGNIF ENGINEERING AND SERVICES CC will on a regular basis update this manual.

11 PROTECTION OF PERSONAL INFORMATION (POPI) POLICY

Data Protection Principles as required by POPI:

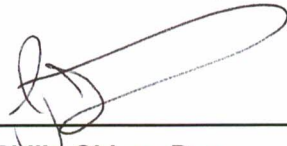
- Accountability – the Company as the responsible party and operator, with the assistance of the Information Officer, shall ensure that all data processed, used, received, and / or requested shall be stored in the requisite company database for such time as the personal information is needed to complete requested services or for a reasonable time after said requested services are completed.
- All records held by the Company shall be done in compliance with POPI, including the retention time and destruction of personal information.
- Processing Limitation – the Company shall ensure that all information

processed is done lawfully and within the ambit of the services requested. Personal information processed by the Company shall be adequate for purpose, reasonable, and not excessive.

- Purpose Specification – Personal information must be collected for a specific, explicitly defined, and lawful purpose related to a function or activity of the Company. the Company as responsible party and operator undertakes to ensure that the data subject is aware at all material times of the purpose of the collection of information unless s18(4) of POPI is applicable (circumstances when the non- compliance is permitted).
- Further Processing Limitation – the further processing of personal information, once collected and received, must be in accordance or compatible with the purpose for which it was collected. The Company will further need to assess the information collected with a view of identifying what form of processing and / or storage is necessary for the personal information at hand. Factors influencing the aforesaid will include, *inter alia*, the nature of the information; consequences of the further processing of the information; manner in which the information has been collected; and any contractual rights and obligations between the parties.
- Information Quality – the Company and its Information Officer shall take reasonably practicable steps to ensure that the personal information is complete, accurate, not misleading and updated, from time to time, where necessary. The Company must further have regard for which personal information is collected and further processed.
- Openness – In terms of section 14 of POPI and section 51 of PAIA, the Company must maintain the documentation of all processing operations under its responsibility.
- Security Safeguards – the Company undertakes to treat all personal information collected as confidential and shall not disclose it unless required by law or in the course of the proper performance of their duties (in compliance with sections 19, 20, 21 and 22 of POPI read with the security safeguards and procedure recorded hereunder.
- Data Subject Participation – a data subject, having provided adequate proof of identity, has the right to, *inter alia*, request that a responsible party confirm whether or not the responsible party holds the data subject's personal information. Furthermore, the data subject has the right to have access to the information within reasonable time; at a prescribed fee, if any; and in a reasonable manner and format.

For ease of reference and to better understand POPI, follow this link:
<http://www.justice.gov.za/legislation/acts/2013-004.pdf>

Issued by



Philip Gideon Dunn

Sole member and Information officer