



Sekretari (Pty) Ltd

REGISTRATION NUMBER: 1999/027496/07

PAIA MANUAL

SECTION 51 FOR PRIVATE BODIES PROMOTION OF ACCESS TO INFORMATION ACT 2000 ACT 2 / 2000 (PAIA, THE ACT)

1. Entity Details (Section 51(1)(a))

Shareholders:

- Edith Jessie Wilkins
- Frederick Christoffel Wilkins

INFORMATION OFFICER DETAILS

IO Registration Number: 0013858/2023-2024-IRRT/PR

Name: Jolene Grenfell

Tel: 0126643173

Cell: 0744232870

Physical Address: BUILDING 31, GROUND FLOOR
OXFORD OFFICE PARK, 3 BAUHINIA STREET,
HIGHVELD TECHNO PARK,
GAUTENG,
0167

Date: 12 May 2026

Email: jolene@sekretari.co.za

Website: www.sekretari.co.za

Postal Address: PO BOX 14195,
LYTTELTON,
GAUTENG,
0140

2. The PAIA Act (Section 51(1)(b))

This clause must be inserted in every S 51 Manual as indicated in this generic template

1. The Act grants a Requester access to Records of a Private Body, if the Record is required for the exercise or protection of any Rights.
2. Requests in terms of the Act shall be made in accordance with the prescribed procedures.
3. Requesters are referred to the Guide in terms of Section 10 which has been compiled by the Information Regulator, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the Information Regulator.

The contact details of the Information Regulator are:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	+27-11-877 3600
Fax Number:	+27-11-403 0625
Website:	www.inforegulator.org.za

3. Applicable Legislation (Part 1 and Part 2 of the Schedule to PAIA)

Reference	Applicable Act
No 71 of 2008	Companies Act
No 55 of 1998	Employment Equity Act
No 58 of 1962	Income Tax Act
No 66 of 1995	Labour Relations Act
No 89 of 1991	Value Added Tax Act
No 37 of 2002	Financial Advisory and Intermediary Services Act
No 75 of 1997	Basic Conditions of Employment Act
No 69 of 1984	Close Corporations Act
No 25 of 2002	Electronic Communications and Transactions Act
No 2 of 2000	Promotion of Access of Information Act
No 30 of 1996	Unemployment Insurance Act
No 107 of 1998	National Environmental Management Act
No 38 of 2001	Financial Intelligence Centre Act
No 22 of 2022	General Laws (Anti-Money Laundering and Combating Terrorism Financing) Amendment Act
No 57 of 1988	Trust Property Control Act

4. Schedule of Records (Section 51(1)(d))

Records	Subject	Availability
Public Affairs	1. Public Product Information 2. Company Registration Documents	1. Freely available on website: www.sekretari.co.za 2. Available on the premises
Financial	1. Annual Financial Statements 2. Asset Register 3. Banking Records 4. Management Accounts 5. Financial and Tax Records 6. Contracts 7. BB-BEE Affidavit	1. Request in terms of PAIA 2. Limited information may be made available depending on the nature of the request
Marketing	1. Customer Database for Mailchimp	1. Request in terms of PAIA
Human Resources	1. Attendance Registers 2. Employee Records 3. Employment Contracts 4. Pension and Provident Fund Records 5. Personnel Guidelines, Policies and Procedures 6. Client and Customer Registry 7. Information Relating to Employee Sales Performance 8. Information relating to Work-In-Progress 9. Performance Reviews 10. Sales Records 11. Letter of Goodstanding	1. Request in terms of PAIA
SHE (Social Health and Environmental)	1. Covid-19 Sign-in Registers and Declarations	1. Available on the premises

5. Form of Request (Section 51(1)(e))

To facilitate the processing of your request, kindly:

- 1. Use the prescribed Form 2, which is available at:
- 2. Address your request to the Head of the Company (CEO or Information Officer).
- 3. Provide sufficient details to enable the Company to identify:
 - a. The Record(s) requested;
 - b. The Requester (and if an Agent is lodging the request, proof of capacity);
 - c. The form of access required;
 - i. The postal address of the Requester in the Republic;
 - ii. If the Requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - d. The Right which the Requester is seeking to exercise or protect with an explanation of the reason the Record is required to exercise or protect the Right.

6. Prescribed Fees (Section 51(1)(f))

Please find the the Fee Schedule in Form 3 which is available at:

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

- 1. A Requestor is required to pay the prescribed fee (R50.00) before a request will be processed;
- 2. If the preparation of the Record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request was granted).
- 3. A Requestor may lodge an Application with a Court against the tender/payment of the request fee and/or deposit.
- 4. Records may be withheld until the fees have been paid.
- 5. The fee structure is available on the website of the Information Regulator at www.inforegulator.org.za.

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