



# PAIA Compliance Manual

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\_Compiled in accordance with Section 51 of the Promotion of Access to Information Act 2 of 2000\_

## 1. Introduction

The Promotion of Access to Information Act (PAIA) gives effect to the constitutional right of access to information held by the State and by private bodies that is required for the exercise or protection of any rights. This manual is compiled in accordance with Section 51 of PAIA and is intended to assist requesters in obtaining access to records.

## 2. Contact Details of the Entity

| Item             | Details                                               |
|------------------|-------------------------------------------------------|
| Name of Entity   | L46 Traders t/a BOSSS Lifeboats & Lifesaving Services |
| Head of the Body | Mr. Peter Charles Blofield                            |
| Physical Address | 86 Leicester Road<br>Mobeni<br>Durban<br>South Africa |
| Postal Address   | 86 Leicester Road<br>Mobeni<br>Durban<br>South Africa |
| Telephone Number | +27 31 2055565                                        |
| Email Address    | life@bosssmarine.com                                  |
| Website          | www.bosssmarine.com                                   |

## 3. Guide to PAIA

A guide on how to use PAIA is available from the Information Regulator:

Contact Details of the Information Regulator:

- Website: <https://www.inforegulator.org.za>
- Email: [PAIAComplaints@inforegulator.org.za](mailto:PAIAComplaints@inforegulator.org.za) / [info@inforegulator.org.za](mailto:info@inforegulator.org.za)
- Tel: 010 023 5200
- Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001



#### **4. Records Automatically Available**

The following documents are available without the need for a formal PAIA request:

- Company profile and brochures
- Public financial statements (if applicable)
- Policies and procedures published for public access
- Press releases and media statements

#### **5. Records Held (by Subject Category)**

- A. Personnel Records
  - Employee contracts
  - Salary records
  - Leave records
  - Disciplinary records
  - Training and development records
- B. Client-Related Records
  - Contracts with clients
  - Correspondence
  - Client databases
- C. Financial Records
  - Annual financial statements
  - Tax records
  - Invoices and billing records
  - Bank records
- D. Operational Records
  - Internal policies and procedures
  - Minutes of meetings
  - Licences and permits
  - Safety and compliance records
- E. Company Secretarial Records
  - Share registers
  - Statutory documents (CIPC filings, MOI, etc.)
  - Board resolutions



## **6. Request Procedure**

To access a record, a requester must complete Form 2 (available from the Information Regulator) and submit it to the head of the private body.

Submit requests to:

- Email: [smita@bosssmarine.com](mailto:smita@bosssmarine.com)
- OR: Physical delivery to the address listed in Section 2.

Requests must:

- Be made in writing
- Provide sufficient detail to identify the record
- Specify the right being exercised or protected
- Include the manner in which the requester wishes to be informed

## **7. Fees Payable**

A request fee is payable (currently R140 for private bodies). If the request is granted, an access fee is payable based on the cost of reproduction and time spent.

Fee exemptions:

Requesters seeking information about themselves are not required to pay the request fee.

## **8. Grounds for Refusal of Access**

Access to information may be refused if it involves:

- The unreasonable disclosure of personal information about a third party
- Commercial information of a third party or the private body
- Safety and security of individuals or property
- Legal privilege
- The protection of confidential research information

## **9. Remedies Available**

If a request is denied, the requester may lodge a complaint with the Information Regulator or seek relief in the High Court.

## **10. Availability of the Manual**

This manual is available:

- On the company's website
- On request via email
- In hard copy at the company's head office (free of charge for inspection)



## Appendices

- Form 2: Request for Access to Record (available from <https://info regulator.org.za/paia-forms/>)
- PAIA Legislation: <https://www.justice.gov.za/legislation/acts/2000-002.pdf>