PAIA MANUAL

OF

SAPOR RENTALS (PTY) LTD
2005/025297/07

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT NO 2 OF 2000

("The Act")

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MANUAL OF SAPOR RENTALS (PTY) LTD

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No. 2 of 2000

(Private Body)

Last Updated: 16 October 2026

1. INTRODUCTION

On 9 March 2001, the Promotion of Access to Information Act, No. 2 of 2000 ("the Act") became operative, giving effect to the section 32(2) Constitutional right of access to information.

This document serves as the SAPOR RENTALS (PTY) LTD information manual and provides reference to the records held by SAPOR RENTALS (PTY) LTD and the process to request access to such records.

Those who seek a record of a private body must meet the following requirements before a private body may release records to them:

- *The record must be required for the exercise or protection of any of the individual's legal rights;*
- *All the procedural requirements in requesting the information must be complied with;*
- *Access may be refused in terms of any grounds referred to in the Act.*

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Who may request access to information:

A person may request information in terms of the Act only if the information is required for the protection of a right. Therefore, the requestor has to provide the designated person with sufficient particulars to ensure that the designated person is able to access the right which the requestor is seeking to protect.

Personal Information
This policy also applies to information relating to identifiable individuals, in terms of Protection of Personal Information Act, 2013 (POPI) Act.

In terms of POPI Act, SAPOR RENTALS (PTY) LTD policy statement is to:

- Respect individuals right to personal information.
- Provide required training of staff to ensure personal data is dealt with confidentiality and consistently.
- Comply with this policy, law and good practice; and
- Update information as required.

SAPOR RENTALS (PTY) LTD objective is to avoid causing harm to individuals.

This objective is underpinned by:

- keeping confidential information securely in the right hands.
- ensuring personnel/staff who have access to confidential information are sufficiently trained.
- retention of good quality information.
- ensure that the legitimate concerns of individuals about the ways in which their data may be used are considered.

2. SCOPE OF THE MANUAL

This manual has been prepared to assist persons requesting information and provide procedures to be followed to gain access to information and documentation as provided for in the Act.

SAPOR RENTALS (PTY) LTD carries on RENTAL OF OFFICE EQUIPMENT

3. AVAILABILITY OF THE MANUAL

A copy of this manual is available to the public for inspection during office hours at the offices of SAPOR RENTALS (PTY) LTD, and on its website (www.saporgroup.co.za) as well as on request from the designated contact person referred to in this manual. This manual has been made available to the Human Rights Commission.

4. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF SAPOR RENTALS (PTY) LTD

4.1 Information Officer

Contact Person :	Natalie Pimentel De Jesus
Physical Address:	11 Jakkalsbessie Avenue Bassonia Ext 4 2061
Phone Number:	011432-4321
E-mail:	natalie@sapor.co.za

4.2 Deputy Information Officer

Contact Person:	Jacqui Goncalves
Physical Address:	11 Jakkalsbessie Avenue Bassonia Ext 4 2061
Phone Number:	011432-4321
E-mail:	jacqui@sapor.co.za

Director Signature: 

5. GUIDE (HUMAN RIGHTS COMMISSION ("HRC") GUIDE) FOR REQUESTERS ON HOW TO USE THE ACT IN TERMS OF SECTION 10 - SECTION 51(1)(b)

A Guide has been compiled in terms of Section 10 of the Act by the Human Rights Commission. It contains information to assist a person wishing to exercise a right, in terms of the Act. The Guide is available for inspection, *inter alia*, as follows:

The South African Human Rights Commission:

PAIA Unit
Forum 3, Braampark Office Park, 33 Hoofd Street, Braamfontein
Website: http://www.sahrc.org.za

Kindly direct any queries to:

Postal address:	Private Bag 2700, Houghton, 2041
Phone Numbers:	
Head Office:	+27 (11) 877 3600
Gauteng Provincial Office:	+27 (11) 877 3750
Fax number:	+27 (11) 403 0668
E-mail:	info@sahrc.org.za ckisoon@sahrc.org.za

6. RECORDS AVAILABLE AND HELD IN ACCORDANCE WITH OTHER LEGISLATION - SECTION 51(1)(d)

Records are held in accordance with the following legislation:

- Basic Conditions of Employment Act, No. 75 of 1997;
- Companies Act, No. 61 of 1973;
- Companies Act No. 71 of 2008 ;
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993;
- Copyright Act, No. 98 of 1987;
- Electronic Communication and Transactions Act, No. 2 of 2000;
- Financial Intelligence Centre Act, No. 38 of 2001;
- Income Tax Act, No. 58 of 1962;
- Labour relations Act, No. 66 of 1995;
- Occupational Health and safety Act, No. 85 of 1993;
- Promotion of Access to Information Act, No. 2 of 2000;
- Skills Development Levy Act, No. 9 of 1999;
- Unemployment Insurance Act, No. 63 of 2001;
- Value-added Tax Act, No. 89 of 1991.

7. RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC - SECTION 51(1)(c)

The Act provides for the automatic disclosure of certain records. Should records be automatically disclosed, you will not have to formally request these records in terms of the Act.

In terms of the Act, this automatic disclosure by private companies is voluntary. This means that a private company is not obliged to make such disclosure. If a private company chooses to make such voluntary disclosure, it may do so by giving notice thereof in terms of Section 52(2) of the Act.

8. CATEGORIES AND TYPES OF RECORDS AND INFORMATION HELD IN TERMS OF THE ACT - SECTION 51(1)(e)

- Employment Contracts: Availability to be determined upon receipt of request;
- Domain Name Registrations: Availability to be determined upon receipt of request;
- Trademark Registrations: Availability to be determined upon receipt of request;
- Trade Name Registrations: Availability to be determined upon receipt of request;
- Company Documentation: Availability to be determined upon receipt of request;
- Agreements With Suppliers: Availability to be determined upon receipt of request;

- Corporate Sales Agreements: Availability to be determined upon receipt of request;
- Customer Agreements: Availability to be determined upon receipt of request;
- Data Bases Of Customers: Availability to be determined upon receipt of request;
- Client Services Records: Availability to be determined upon receipt of request;
- Corporate Governance: Availability to be determined upon receipt of request;
- Marketing & Communication: Availability to be determined upon receipt of request;
- Finance and Administration: Availability to be determined upon receipt of request.

9. ACCESS REQUEST PROCEDURE - SECTION 51(1)(e)

It is important to note that the successful completion and submission of an access request form does not automatically allow the requester access to the requested record. An application for access to a record is subject to certain limitations if the requested record falls within a certain category as specified within Part 3 Chapter 4 of the Act.

If it is reasonably suspected that the requester has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.

- The requester must use the prescribed form to make the request for access to a record. This must be made to the appointed designated person This request must be made to the address, fax number or electronic mail address of the body concerned.
- Request for access to records of private body – Form C has been appended to the manual.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- Take care to adequately describe the right which you are seeking to protect or enforce by means of the records requested. Please note that the courts have indicated that access to the records must be "necessary" for the exercise or protection of the right so stated.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the

request to the satisfaction of the designated person of the private body.

- A public body may make a request for access to a record of a private body for the exercise or protection of any rights other than its rights, only if it is acting in the public interest.

10. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for refusal of a request for information are :

- Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- Mandatory protection of the commercial information of a third party, if the record contains:
  - Trade secrets of that party;
  - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that party;
  - Information disclosed in confidence by a third party to SAPOR RENTALS (PTY) LTD if the disclosure could put that third party to a disadvantage in negotiations or commercial competition.
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- Mandatory protection of the safety of individuals and the protection of property;
- Mandatory protection of records which could be regarded as privileged in legal proceedings;
- The Commercial Activities of SAPOR RENTALS (PTY) LTD which may include :
  - Trade secrets of SAPOR RENTALS (PTY) LTD;
  - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of SAPOR RENTALS (PTY) LTD.

11. PRESCRIBED FEES - SECTION 51(1)(e)

- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.
- The appointed designated person of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to a private body is R50 exclusive of value added tax. The requester may lodge an application to the court against the tender or payment of the request fee.

- After the designated person of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- The prescribed fees relating to a request to access information are as per includes Section 54(7), Section 54(2) and Section 54(7) of Regulation 11(3).

(Section 54(7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 11 (3)]

PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)

(a) For every photocopy of an A4-size page or part thereof	R 1.25
(b) For every printed copy of an A4-size page or part thereof held on a computer or in a electronic or machine-readable form	R 0.85
(c) For a copy in a computer-readable form on	
(i) stiffy disc	R 8.55
(ii) compact disc	R 79.80
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	R 45.60
(ii) For a copy of visual images	R 68.40
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	R 22.80
(ii) For a copy of an audio record	R 34.20

(f) To search for and prepare the record for disclosure - R34,20 for each hour or part thereof reasonably required for such search and preparation

(Section 54(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 11 (3)]

PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)

(a) Six hours as the hours to be exceeded before a deposit is payable; and

(b) One third of the access fee is payable as a deposit by the requester.

(Section 54(7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 11 (3)]

PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)

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

12. ADDITIONAL PRESCRIBED INFORMATION - SECTION 51(1)(f)

In terms of this Section, the Minister may publish a notice prescribing any other information that private bodies will have to disclose.

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				
Identity Number				
Capacity in which request is made *(when made on behalf of another person)*				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B):		Facsimile:	
	Cellular:			
Full names of person on whose behalf request is made *(if applicable)*:				
Identity Number				
Postal Address				

Street Address				
E-mail Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			

PARTICULARS OF RECORD REQUESTED

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.)

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

TYPE OF RECORD
(Mark the applicable box with an "X")

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

MANNER OF ACCESS *(Mark the applicable box with an "X")*	
Personal inspection of record at registered address of public/private body *(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)*	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format *(including transcriptions)*	
E-mail of information *(including soundtracks if possible)*	
Cloud share/file transfer	
Preferred language *(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)*	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED *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.*	
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) A request fee must be paid before the request will be considered. *b) You will be notified of the amount of the access fee to be paid.* *c) 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.* *d) If you qualify for exemption of the payment of any fee, please state the reason for exemption*	
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

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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