

INSTRUCTIONS SCHEDULE FOR CUSTOMIZING AND SUBMITTING OF YOUR COMPANY / CLOSE CORPORATION / TRUST / SOLE PROPRIETOR PAIA MANUAL

1. Use the template provided to insert the **Name** of the entity (in capitals) in the **heading**
2. Insert the **Registration Number** of the entity in the **heading**
3. At Paragraph **1 (INTRODUCTION TO PRIVATE BODY)**, give a comprehensive description of the entities main business activities

Example:

Elliott Simpson and Associates are Registered Accountants & Auditors (RAA) specialising in auditing, accounting, taxation, secretarial work, statutory compulsory registrations, DTI incentive and grant claims, Due Diligence investigations and general business consulting. The principle of the firm, Mr Simpson has been practicing for 28 years. The firm is also registered as a training office for article clerks in the audit profession.

4. Under **a (Contact Details)**, please insert the listed details neatly underneath each other. If the entity does not have a website, please state the word “None” next to it. Also note that the principle and information officer may be the same person in the case of smaller entities. The **Registered Physical Address MUST be a street address.**
5. Under **c (Records available in terms of legislation)** you need to decide which of the various acts apply to the entity. For instance, if the entity does not have any employees, the various employment and labour acts will not be listed.
6. Under **ii (Records that may be requested)** you need to go through each section and determine which records you do have in terms of your specific entity. Remember that if you do not have the listed record you need to remove it from the list. Some documents are statutory – for instance, if you have employees, you need to keep the necessary records as required by law. Sections A, B, C, D & F are fairly important and you should at least have some of those records available. The principle is to list all records that **ARE available** – if you have any records that are not on the list, please feel free to insert them, otherwise just delete the ones that are not available.
7. Under **f. (Availability of the Manual)** you need to consider the 3rd bullet point – if your entity does not have a website, or if you are not planning to publish your manual on your entity’s website, please remove this point.
8. Under **g. (Form C & Fees)** you need to consider the 1st bullet point – again, if your entity does not have a website, or if you are not planning to publish your manual on your entity’s website, please remove this point.
9. Please ensure that the principle person (head of the entity) or information officer **sign and date** the manual as indicated.
10. Scan the signed manual and **e-mail** to both PAIA@sahrc.org.za / info@sahrc.org.za
11. **Post a copy** of the signed manual to:

**South African Human Rights Commission
Promotion of Access to Information Act Unit
Private Bag 2700
Houghton
2041**

12. Should you decide to publish the manual on the entity's website, please ensure that you also include the **Form C**, which is the Form to be completed by anyone who is requesting information of your entity, as well as the **Fee Pamphlet**. These are included in the attachments.
13. Should you decide NOT to publish the manual on the website, please be sure to keep it somewhere safe together with a copy of the **Form C** and **Fee Pamphlet**.

AMENDMENTS

You only need to amend your PAIA MANUAL when there are material changes to the records or contact details. Follow the same process and re-submit as indicated.