

# **COMPANY PROMOTION OF ACCESS TO INFORMATION MANUAL**

**COMPILED IN TERMS OF  
SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT, 2 OF 2000.**



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**Registration Number: 2021/996134/07**

**[www.burstbotanicals.store](http://www.burstbotanicals.store)**

**Approved by:**

**Signatures:**

**JGE Britz  
Director**

A handwritten signature in black ink, appearing to read 'JGE Britz', is centered within a light gray rectangular area. The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

**burst**  
BOTANICALS

**Version 1**

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# **1. Definitions**

**1.1 In this Policy, the following words shall have the following meaning unless the context indicates otherwise:**

**1.1.1 “Company” means Burst Botanicals (Pty) Ltd with registration number 2021/996134/07.**

**1.1.2 “Company” means the Company and its direct and indirect subsidiaries;**

**1.1.3 “Company Entity” means any entity within the Company;**

**1.1.4 “Manual” means this Promotion of Access to Information Manual, as amended from time to time;**

**1.1.5 “PAIA” means Promotion of Access to Information Act No 2 of 2000;**

**1.1.6 “Requester” means any person requesting access to a record of the Company;**

**1.1.7 “Personal Requester” means a Requester who is seeking access to a record containing personal information about the Requester;**

**1.1.8 “Other Requester” means a Requester (other than a Personal Requester) who is entitled to request access to information pertaining to the third parties.**

## **2. Introduction to PAIA**

**2.1 The Promotion of Access to Information Act, 2 of 2000 grants private and public bodies the right to request access to records. Private bodies (such as individuals) that request access to records will have to demonstrate that the record is required for the exercise or protection of a right. Public bodies (such as government departments) that request access to records must be able to demonstrate that the request is in the interest of the public.**

**2.2 Requests in terms of the PAIA must be made in accordance with the prescribed procedures and accompanied by payment of the prescribed fees. The prescribed procedure outlining how to request to access a record is detailed in 10 below.**

## **3. About Burst Botanicals**

**3.1 Burst Botanicals (Pty) Ltd is incorporated in the Republic of South Africa with registration number 2021/996134/07.**

**3.2 We market and merchandise dehydrated food products via online and traditional marketing channels.**

#### **4. Scope and purpose of this manual**

**4.1 This document serves as Burst Botanicals PAIA Manual, and it provides a reference to the Company's records and the personal information processed by the Company.**

**4.2 This manual applies to the entire Company, including all business units, operational units, and affiliate companies, wherever located.**

#### **5. Availability of this manual**

**5.1 This manual is available for inspection on the Burst Botanicals (Pty) Ltd website**

**<https://burstbotanicals.store> and during office hours at 6 Atmore Street, Brackenhurst, Alberton, 1448.**

#### **6. Guide of the South African Human Rights Commission**

**6.1 A Guide has been compiled in terms of Section 10 of the PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right contemplated by the PAIA. It is available in all of the official languages.**

**6.2 The Guide is available for inspection, among other things, at the office of the offices of the Human Rights Commission at:**

**Head Office: Braampark Forum 3, 33 Hoofd Street, Braamfontein**

**Tel: +27 (0)11 877 3600**

**Website: [www.sahrc.co.za](http://www.sahrc.co.za)**

**7. The latest Notice in terms of Section 52(2) of PAIA**  
**7.1 No Notice has been published on the categories of records automatically available without a person having to request access in terms of Section 52(2) of PAIA.**

## **8. The Company Legislative Universe**

**8.1 The table below outlines the applicable pieces of legislation to which the Company must adhere.**

- 1. Basic Conditions of Employment Act 75 of 1997**
- 2. Broad-Based Black Economic Empowerment Act 53 of 2003**
- 3. Companies Act 71 of 2008**
- 4. Compensation for Occupational Injuries and Diseases Act 130 of 1993**
- 5. Consumer Protection Act 68 of 2008**
- 6. Electronic Communications and Transactions Act 25 of 2002**
- 7. Employment Equity Act 55 of 1998**
- 8. Financial Intelligence Centre Act 38 of 2001**
- 9. National Credit Act 34 of 2005**
- 10. Occupational Health and Safety Act 85 of 1993**
- 11. Prevention and Combating of Corrupt Activities Act 12 of 2004**
- 12. Prevention of Organised Crime Act 121 of 1998**
- 13. Promotion of Access to Information Act 2 of 2000**
- 14. Protected Disclosures Act 26 of 2000**
- 15. Protection of Constitutional Democracy Against Terrorist and Related Activities Act 33 of 2004**
- 16. Protection of Personal Information Act, 2013**
- 17. Skills Development Act 97 of 1998**

## **9. Categories of Records held by the Company**

### **9.1 Records available on Request**

**9.1.1 The Company has under its control or in its possession the following categories of records detailed in the table below. The categories of records are not exhaustive and are subject to amendment. A request made for access to these records will not be automatically granted but will be evaluated in accordance with PAIA, any other legal requirements and Company policies.**

#### **Record Categories**

##### **Accounting**

- Annual Financial Statements**
- Tax Returns**
- Accounting Records**
- Banking Records**
- Bank Statements**
- Electronic Banking Records**
- Asset Register**
- Rental Agreements**
- Debtors/Creditors Statements and Invoices**
- General Ledges and Subsidiary Ledges**
- General Reconciliation**

##### **Company Documents**

- Documents of Incorporation**
- Memorandum of Incorporation**
- Minutes of Board of Directors Meetings**
- Minutes of Shareholder Meetings**



● **Records relating to the appointment of directors, auditors, company secretaries, public officers, and other officers**

● **Share Register and different Statutory Registers**

● **Share certificates**

**Income Tax**

● **PAY Records**

● **Documents issued to employees for income tax purposes**

● **Records of payments made to SARS**

● **All other Statutory compliances**

● **VAT records**

● **UIF Records**

**Personnel documents and records**

● **Address Lists**

● **Disciplinary Code and Records**

● **Employee Benefits Arrangements Rules and Records**

● **Employee Contracts**

● **Employment Equity Plan**

● **Grievance Policies and Procedures**

● **Leave Records**

● **Payroll Reports/Wage Register**

● **Pension Fund Records**

● **Safety Health and Environment Records**

● **Salary Records**

● **Training Manuals**

● **Training Records**

## **Procurement**

- **Standard Terms and Conditions for Supply of Services and Products**
- **Contractor, Client and Supplier Agreements**
- **List of Suppliers, Products, Services and Distribution**
- **Policies and Procedures**

## **Sales**

- **Customer Details**
- **Credit Application Information**
- **Information and Records provided by Third Parties**

## **Marketing**

- **Advertising and Promotional Material**

## **Risk Management and Audit**

- **Audit Reports**
- **Risk Management Frameworks**
- **Risk Management Plans**

## **Information Technology**

- **Computer/ Mobile Device Usage Policies**
- **Disaster Recovery Plans**
- **Hardware Asset Registers**
- **Information Security Policies, Standards and Procedures**
- **Information Technology Systems and User Manuals**

- **Information Usage Policy Documentation**
- **Policy Implementation Plans**
- **Software Licensing**
- **System Documentation and Manuals**

## **9.2 Records Automatically Available**

**9.2.1 Records relating to any promotional material for public viewing, posters, campaigns, and product information are available for inspection on payment of prescribed fees.**

**9.2.2 These records can be requested by emailing [jeaniebritz@strategymaker.co.za](mailto:jeaniebritz@strategymaker.co.za)**

## **10. Access to Records held by the Company**

**10.1 Records held by the Company may be accessed on request only once the requirements for access have been met.**

### **10.2 Request Procedure**

**10.2.1 To be granted access to a record in terms of section 51 of PAIA, the Requester must complete the prescribed form (Annexure A) and submit it to [jeaniebritz@strategymaker.co.za](mailto:jeaniebritz@strategymaker.co.za)**

**10.2.2 Details of the fees payable for access to records are indicated in Annexure B.**

**10.2.3 All fields contained in Annexure A are to be completed in full, ensuring that the Requester provides the Company with the following information:**

**10.2.3.1 Details of the record that is requested;**

**10.2.3.2 A certified copy of a valid South African Identity Document of the Requester;**

**10.2.3.3 A copy of a Power of Attorney (if applicable);**

**10.2.3.4 A description of the right the Requester seeks to exercise or protect;**

**10.2.3.5 Details of how the information is to be provided to the Requester if the request is granted; and**

**10.2.3.6 The Requester's contact details.**

**11. Timelines for consideration of a request**

**11.1 The requests will be processed within 30 days unless the request contains considerations that are of such a nature that an extension of the 30-day time limit is needed.**

**11.2 If an extension is necessary, the company will notify the requester of the extension's reasons.**

**12. Grounds for Refusal of Access to Records**

**12.1 The main grounds on which the company may refuse access to records relating to:**

**12.1.1 the privacy of a third party who is a natural person;**

**12.1.2 the commercial information of a third party;**

**12.1.3 confidential information of a third party;**

**12.1.4 the safety of individuals and property;**

**12.1.5 legally privileged records; and**

**12.1.6 commercial information of the company, which may include without limitation:**

**12.1.6.1 trade secrets;**

**12.1.6.2 financial, commercial, scientific, or technical information, the disclosure of which would likely harm the financial or commercial interests of the company**

**12.1.6.3 information that, if disclosed, could put the company at a disadvantage in negotiations or commercial competition;**

**12.1.6.4 computer programs and related information technology software that the company owns and that are protected by copyright; and**

**12.1.6.5 research information compiled by the company or a third party, if disclosure would expose the third party, researcher or subject matter of the research and therefore seriously disadvantage the company.**

**13. Remedies available to a requester on the refusal of access**

**13.1 Internal Remedies**

**13.1.1 The company does not have internal appeal procedures. As such, the decision of the Information Officer pertaining to the request is final, and the requester will have to exercise such external remedies at their disposal if a bid is refused and the requester is not satisfied with the response provided by the Information Officer.**

**3.2 External Remedies**

**13.2.1 A Requester dissatisfied with the Information Officer's refusal to disclose information may apply to a court for relief within 30 days of notification of the decision.**

**13.2.2 For the Act, courts with jurisdiction over these applications are the Constitutional Court, the High Court, or any other court of similar status.**

## **14. Company Contact Person in terms of Section 51(1)(A)(I) of PAIA**

**14.1 The contact details of the Company Information Officer are:**

**Physical Address: 6 Atmore St, Brackenhurst, Alberton, 1448**

**Postal Address: P.O.Box 751867, Gardenview, 2047**

**Website: [www.burstbotanicals.store](http://www.burstbotanicals.store)**

## **ANNEXURE A: REQUEST FOR ACCESS TO RECORD OF A PRIVATE BODY**

**(Section 53(1) of the Promotion of Access to Information Act, 2 of 2000) [Regulation 10]**

**Particulars of Private Body**

**The Head:**

**Particulars of Person Requesting Access to the Record**

**1. The particulars of the person who requests access to the record must be given below.**

**2. The address and/or fax number in the Republic to which the information is to be sent must be given.**

**3. Proof of the capacity in which the request is made, if applicable, must be attached.**

**Full names and surname: \_\_\_\_\_**

**Identity Number: \_\_\_\_\_**

**Postal Address: \_\_\_\_\_**

**Postal Code: \_\_\_\_\_**

**Cell: \_\_\_\_\_**

**Tel: \_\_\_\_\_**

**Fax: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**The capacity in which request is made, when made on behalf of another person:**

\_\_\_\_\_

## **Particulars of the person on whose behalf request is made**

**This section must be completed ONLY if a request for information is made on behalf of another person.**

**Full names and surname:**

**Identity Number:**

## **Particulars of Record**

**Provide full particulars of the record to which access is requested, including the reference number to enable the document to be located if known to you. If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.**

**Description of record or relevant part of the record:**

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**Reference number, if available:**

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**Any further particulars of record:**

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## **Fees**

- 1. A request for access to a record other than a record containing personal information about yourself will be processed after a request fee has been paid.**
- 2. You will be notified of the amount required to be paid as the request fee.**
- 3. 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.**
- 4. If you qualify for exemption of the payment of any fee, please state the reason for exemption.**

**Reasons for exemption from payment of fees:**

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## **Form of Access to Record**

**If you are prevented by a disability to read, view, or listen to the record in the form of access provided in 1 to 4 hereunder, state your disability and indicate in which form the record is required:**

**Disability:**

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**Form in which record is required:**

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**Compliance with your request in the specified form may depend on the form in which the record is available. Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form. The fee payable for access to the record, will be determined partly by the form in which access is requested. Please choose the best option regarding how you prefer your access to the required information:**

**1. If the record is in written or printed form?**

**Copy of record**

**Inspection of record**

**2. If the record consists of visual images (this includes photographs slides, video recordings, computer generated images sketches, etc)?**

**View the images**

**Copy of the images**

**Transcription of the images**

**3. If record consists of recorded words or information which can be reproduced in sound?**

**Listen to soundtrack (audio disk)**

**Transcription of soundtrack (written or printed)**



**4. If the record is held on a computer or in an electronic or machine-readable form?**

**A printed copy of the record**

**A printed copy of information derived from record**

**Copy in computer-readable form (Compact disc)**

**5. If requested a copy or transcription of a record (above), do you wish the copy or transcription be posted to you (postage is payable)?**

**Yes, I would want it to be posted, and I understand that postage is payable by me.**

**No, I do not want it posted**

**Particulars of Right to be Exercised or Protected**

**Indicate which right is to be exercised or protected:**

**Explain why the record requested is required for the exercise of protection of the aforementioned right:**

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## **Notice of Decision regarding Request for Access**

**You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner, and provide the necessary particulars to enable compliance with your request.**

**How would you prefer to be informed of the decision regarding your request for access to the record?**

### **Declaration**

**The information contained herein is to the best of my knowledge both true and correct.**

**Signed at on the day of**



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**Signature of Requester/Person on whose behalf request is made:\_\_\_\_\_**

## **ANNEXURE B: FEES PAYABLE**

### **Reproduction of documents fees (ZAR)**

**For a copy of the manual as contemplated in regulation 9(2)(c)**

- **For every photocopy of an A4-size page or part thereof R2.00**
- **For every photocopy of an A4-size page or part thereof R2.00**
- **For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form - R1.00**
- **For a copy in a computer-readable form on CD R70.00**
- **For a transcription of visual images, or an A4-size page or part thereof R40.00**
- **For a copy of visual images R60.00**
- **For a transcription of an audio record, for an A4-size page or part thereof R20.00**
- **For a copy of an audio record R30.00**

### **Fees for access to records (ZAR)**

- **For every photocopy of an A4-size page or part thereof R2.00**
- **For every printed copy of an A4-size page or part thereof held on a computer or in electronic form R1.00**
- **For a copy in a computer-readable form on CD R70.00**
- **For a transcription of visual images, for an A4-size page or part thereof R40.00**
- **For a copy of visual images R60.00**
- **For a transcription of an audio record, for an A4-size page or part thereof R20.00**
- **For a copy of an audio record R30.00**

- **For a search for and preparation of the record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation R40.00 per hour.**

**Additionally, for purposes of section 54(2) of the Act, the following applies:**

- **A deposit is payable if the search for and preparation of the record exceeds six hours.**
- **One-third of the access fee is expected as a deposit by the requester.**
- **The postage for a copy of a record posted to a requester is payable. The postage fee payable by the requester will be the actual fee incurred by the Company.**