



Owner Team Consultation (Pty)Ltd

PAIA MANUAL

Web Site: www.ownerteamconsult.com

Email: info@ownerteamconsult.com

Registration Number of Company:

2014/236600/07

Name of Company:

**OWNER TEAM CONSULTATION (PTY) LTD
(Hereinafter "OTC")**

PAIA MANUAL

Prepared in terms of Section 51 of

The Promotion of Access to Information Act (Act 2 of 2000)

(Hereinafter the "ACT")

INDEX

1.	Introduction to company and the type of business	3
2.	Purpose of PAIA Manual	3
3.	Company Contact Details	4
4.	The ACT and Section 10 Guide	5
5.	Applicable Legislation	6
6.	Schedule of Records	6
7.	Form of Request	7
8.	Prescribed Fees	7

1. INTRODUCTION TO COMPANY

OTC is a global consultancy providing expertise to projects and operations. The focus is the oil and gas, energy, mining and beneficiation, petrochemical, and other industrial areas.

2. PURPOSE OF PAIA MANUAL

The purpose of the PAIA Manual is to describe the type of records the company holds, as well as clarifying the procedures for others to access that information.

This PAIA Manual is useful for the public to:

- check the categories of records held by a body which are available without a person having to submit a formal PAIA request.
- have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject.
- know the description of the records of the body which are available in accordance with any other legislation.
- access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access.
- know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it.

- know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto.
- know the description of the categories of data subjects and of the information or categories of information relating thereto.
- know the recipients or categories of recipients to whom the personal information may be supplied.
- know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied.
- know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. COMPANY CONTACT DETAILS

Company Name: Owner Team Consultation (Pty) Ltd

Trading Name: OTC (a private body).

Registration Number: 2014/236600/07

Postal Address: P O Box 58
Trichardt
Mpumalanga
2300

Physical Address: 4 Bekker Street
Trichardt
Mpumalanga
2300

Directors:

Mr J.W. Steyn (Chairperson) jurie@ownerteamconsult.com

Mr. F.J. van Heerden (CEO) freek@ownerteamconsult.com

Mr. J.J. Taljaard (Commercial Director) koos@ownerteamconsult.com

Mr K.M. Mattheys (Director) kevin@ownerteamconsult.com

Information Officer:

Mr Kevin Mark Mattheys

Postal Address: Suite 190
Private Bag X3041
Paarl
7620

Street Address: 42 Roode Road
Diemersfontein Wine & Country Estate
Wellington
7655

Cell Number: +27-83-458-2637

Email: kevin@ownerteamconsult.com

4. THE ACT AND SECTION 10 GUIDE

- 4.1. 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. If a public body lodges a request, the public body must be acting in the public interest.
- 4.2. Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 4.3. Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877-3600

Fax Number: +27-11-403-0625

Website: www.sahrc.org.za

5. APPLICABLE LEGISLATION

No.	Reference	Act
1	Act 61 of 1973	Companies Act
2	Act 98 of 1978	Copyright Act
3	Act 55 of 1998	Employment Equity Act
4	Act 95 of 1967	Income Tax Act
5	Act 66 of 1995	Labour Relations Act
6	Act 89 of 1991	Value Added Tax Act
7	Act 37 of 2002	Financial Advisory and Intermediary Act
8	Act 25 of 2002	Electronic Communications and Transactions Act
9	Act 2 of 2000	Promotion of Access to Information Act
10	Act 30 of 1996	Unemployment Insurance Act

6. SCHEDULE OF RECORDS

Records	Subject	Availability
Company Affairs	Product Information	Freely available on company website or can be requested in terms of the Act
	Company Records	
	Media Releases	
	Consultant/s Experience	
	Client References	
Financial	Financial Statements	Freely available on company website or can be requested in terms of the Act
	Company Financial & Tax Records	
	Asset Register	
	Management Accounts	
Marketing	Market Information	Freely available on company website or can be requested in terms of the Act
	Public Customer Information: <ul style="list-style-type: none"> • Product brochures • Owner manuals 	
	Performance Records	
	Sales Records	
	Customer Database	

7. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 7.1. Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 7.2. Address your request to the Head of the Company (CEO).
- 7.3. 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.
 - d. Contact details:
 - i. The postal address or fax number 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.
 - e. 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.

8. PRESCRIBED FEES

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

- 8.1. A requestor is required to pay the prescribed fees to OTC (R50.00) before a request will be processed.
- 8.2. 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 were granted).
- 8.3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- 8.4. Records may be withheld until the fees have been paid.
- 8.5. The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.