




PAIA MANUAL
Promotion of Access to Information for
DCD PROTECTED MOBILITY (PTY) LTD
(2006/037611/07)
("THE COMPANY")

As prescribed by the provisions of Sections 14 and 51 of the
PROMOTION OF ACCESS TO INFORMATION ACT
Act 2 of 2000
("THE ACT")

	NAME AND SURNAME	DESIGNATION	SIGNATURE	DATE
ORIGINATOR:	Erna Wilson	HR Consultant		6 September 2021
REVIEWED BY:	Erna Wilson	HR Consultant		6 September 2021
APPROVED BY:	Cornelius Grundling	General Manager		6 September 2021
<p>This Manual was prepared in terms of Section 51 of the Promotion of Access to Information Act, No. 2 of 2000, (the "Act") for DCD Protected Mobility (Pty) Ltd ("the Company") and its material subsidiaries.</p> <p>This document and the information contained herein is the property of DCD Protected Mobility (Pty) Ltd ("the Company"), and must not be used, disclosed, altered and/or copied without express written permission of the Company. This document is maintained on electronic media. The current version of this document is located at the Company offices.</p>				



Policy Statement

It is the Company's policy to conduct its operations in compliance with all legal and regulatory requirements. This Access to Information Manual ("the Manual") regulates access to information and records owned, held by or otherwise under the control of the Company and the release of any such information or records of the Company's directors, officers, employees, agents, or anyone acting on its behalf.

This Manual should be read in conjunction with, and is aimed at ensuring compliance with, the Company policy relating to meeting regulatory requirements and the Company Regulatory Compliance Policy.

Application

This Manual applies to information and records owned, held by, or otherwise under the control of the Company and the release of any such information or records.

The Promotion of Access to Information Act, No 2 of 2000 ("the Act") gives effect to the constitutional right of access to any information in records held by public or private bodies that is required for the exercise or protection of any rights. The Act sets out the procedural requirements attached to requests for information, the requirements which requests must meet, as well as the grounds for refusing requests.

This Manual informs requesters of procedural and other requirements which a request must meet.

The Act also recognizes that the right to access information must be balanced with other rights and should be subject to limitations including, but not limited to, limitations aimed at the reasonable protection of privacy and commercial confidentiality.

Objective

The objectives of this Manual are to:

- provide a non-exhaustive list of information, records and other details held by the Company.
- set out the requirements on how to request information in terms of the Promotion of Access to Information Act No. 2 of 2000 ("PAIA" and/or "the Act") and the Protection of Personal Information Act, Act No 4 of 2013 ("PoPI") as well as the grounds on which a request may be refused; and
- define the manner and form in which a request for information must be submitted.

Availability

This Manual is available for inspection, free of charge, at the Company's offices.
(See details below).

As provided for in terms of section 51(2) of PAIA this Manual will be updated as and when the need arises and as soon as any amendments have been finalized the latest version of the Manual will be made public through:

Upon request from:
The Information Officer

DCD Protected Mobility (Pty) Ltd



Newgold Street
Comet Extension 14
Boksburg



+27 11 306 8400



www.dcd.co.za



PO Box 1365
Boksburg, 1460
South Africa



erna@dcd.co.za

The Manual may also be obtained from the Information Regulator at the addresses set out below.

Any queries relating thereto shall be directed to:

The Information Regulator



Braampark Forum 3,
33 Hoofd Street
Braamfontein
2017



inforeg@justice.gov.za



PO Box 765631533
Braamfontein
2017



www.justice.gov.za/inforeg

THE MANUAL

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1. INTRODUCTION

PAIA affords natural and/or juristic persons the right of access to records held by either a private or public body, subject to certain limitations, in order to enable them to exercise or protect their rights. Conversely, PoPI affords Data Subjects ("DS") the right to request access, in accordance with the provisions of PAIA, to their Personal Information ("PI") from any Responsible Party ("RP").

The Promotion of Access to Information Act, No. 2 of 2000 ("the Act") was enacted on the 3rd of February 2000, giving effect to the constitutional right of access to any information held by the State and any information that is held by another person that is required for the exercise or protection of any rights. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information shall or shall not be released. The Act sets out the requisite procedural issues attached to such request.

Purpose of the Manual

This manual is intended to foster a culture of transparency and accountability by giving effect to the right to information that is required for the exercise or protection of any right and to actively promote a society in which the people of South Africa have effective access to information to enable them to exercise and protect their rights more fully.

In order to promote effective governance of public bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of the Act in order for them to exercise their rights in relation to public and private bodies.

Section 9 of the Act however recognises that such right to access to information cannot be unlimited and shall be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy.
- Commercial confidentiality; and
- Effective, efficient, and good governance and in a manner, which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

This manual sets out to provide a broad guide which shall enable the requestors to obtain the records which they are entitled to in a quick, easy, and accessible manner.

Section 51 of PAIA requires Private Bodies to compile a Manual setting out the procedure and requirements to be adhered to in seeking to obtain access to information held by that Private Body. It also stipulates the minimum requirements a manual has to comply with. To this end section 51 requires the Manual to contain, amongst others, the following:

- A description of the private body's structure and functions.
- Contact details of the Head of the Private Body.
- Categories of information available without formal request, if any.
- A description of the records available in accordance with other legislation.
- Sufficient detail to facilitate a request for access to a record of the Private Body.
- A description of the categories of subjects and of the information or categories of information.
- A description of the subjects on which the body holds records and the categories of records held on each subject,
- Such other information as may be prescribed.

PoPI requires that when processing Personal Information, a RP should give effect to the constitutional right to privacy by safeguarding PI subject to justifiable limitations that are aimed at balancing the right to privacy against other rights particularly the right of access to information.

2. DEFINITIONS

The following words as shall bear the same meaning as under PoPI as follows:

“Consent” means a voluntary, specific, and informed expression of will in terms of which a DS agrees to the processing of PI relating to him or her.

“Data Subject” or “DS” means the person to whom personal information relates.

“Minister” means the Minister of Justice and Constitutional Development

“Personal information” or “PI” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person including information relating to the race, gender, sex, pregnancy, marital status, national, ethnic, or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, and birth of the person.

information relating to the education or the medical, financial, criminal or employment history of the person.

any identifying number, symbol, e-mail address, physical address, telephone number or other particular assignment to the person.

the blood type or any other biometric information of the person.

the personal opinions, views, or preferences of the person.

correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence.

the views or opinions of another individual about the person; and

the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

“Private body” means a natural person who carries or has carried on any trade, business or profession in that capacity, a partnership or juristic person.

“Processing” means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including:

the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation, or use.

dissemination by means of transmission, distribution or making available in any other form; or

merging, linking, as well as blocking, degradation, erasure, or destruction of information.

“Public body” means any department or state or administration in the national, provincial, or local sphere of government or functionary exercising public power.

“Responsible party” or “RP” means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing Personal Information.

3. THE COMPANY STRUCTURE AND FUNCTIONS

DCD Protected Mobility is the leader in design, manufacture, integration and support of special-purpose tactical wheeled vehicles, delivering innovative and sustainable solutions.

DCD Protected Mobility is a fully accredited, socially responsible, international systems house, providing sustainable products and solutions for the defence and transport sectors.

They are also integrators of various sub-systems on our platforms such as Turrets, Remote Weapon Systems, Jammers, Radios, Interrogation Arms, Command and Control Systems.

4. PARTICULARS REQUIRED IN TERMS OF THE SECTION 51(1) (a) OF PAIA

Company Registration: DCD Protected Mobility (Pty) Ltd	2006/037611/07
Managing Director/CEO	Cornelius Grundling
Privacy & Information Officer	Erna Wilson
Chief Officer Legal and Regulatory Stakeholder Relations	Cornelius Grundling
Street Address	Newgold Street Comet Extension 14 Boksburg
Postal Address	PO Box 1365 Boksburg 1460
Telephone	+27 11 306 8400
Fax	F +27 86 607 4021
Website	www.dcd.co.za
E Mail	erna@dcd.co.za

5. LIST OF RECORDS AND INFORMATION

The information held by the Company has been divided into different categories grouped into 17 (seventeen) subjects, each of which describes a single business unit, for example, "Human Resources". For ease of understanding and navigation, an additional level has been added to the category levels.

This additional level describes more accurately the sub-set of categories that falls under it. For example, the subject "Human Resources" is made up of payroll, BEE etc.

The categories of information are not exhaustive but are merely meant to give a broad indication of the information subject and categories held by the Company, without specification. A category may therefore contain sub-categories and sub-sets of information, which are not specifically listed. (For purposes of the list of records and information held by the Company see Annexure A: Categories and Types of Information).

6. ENTRY POINT FOR REQUESTS FOR INFORMATION

In order to ensure that the Company complies with the Act, management has designated the Information Officer as the only entry point through which any request in terms of the Act must be channelled.

All requests in terms of the Act must be addressed to:

The Company Information Officer



Physical Address

Newgold Street
Comet Extension 14
Boksburg

Postal Address

PO Box 1365
Boksburg, 1460
South Africa

Other



+27 11 306 8400



erna@dcd.co.za



www.dcd.co.za

7. WHO MAY REQUEST INFORMATION OR RECORDS

7.1 The purpose for which Information is required.

The Act provides that a person may only request information in terms thereof if that information is required for the exercise or protection of a right.

Further, PoPI provides that a DS may, upon proof of identity, request the RP to confirm, free of charge, all the information it holds about the DS and may request access to such information, including information about the identity of third parties who have or have had access to such information.

PoPI further provides that where the DS is required to pay a fee for services provided to him/her/it the RP:

- Must provide the DS with a written estimate of the payable amount before providing the service.
- May require that the requestor pay a deposit for all or part of the fee.

7.2 Categories of Requestors

The capacity under which a Requester requests documentation/ information will determine the category he or she falls in. Please note that the Requester category has a bearing on the conditions of access to the information.

Requesters have been classified into four categories:

- A Personal Requester: requests information about himself/herself/itself.
- A Representative Requester: requests information relating to and on behalf of someone else.
- A Third- Party Requester: requests information about another person.
- A Public Body: requests information in the public interest.

8. REQUEST PROCEDURE

8.1 Completion of Form C

Any request for information in terms of the Act must be submitted in terms of Form C (a copy of the form is enclosed as Annexure B hereto). These forms are available on request from the Company's Customer Care and upon payment of a prescribed fee.

Form C must be completed in full and returned to the Company's Customer Care at the address referred to in paragraph 6 above within a period of 30 days together with any other information that may be required in order to consider and decide on the request.

A request which does not comply with the formalities contained in this Manual will be referred back to the Requester with advice on the necessary steps for compliance. This includes Forms that are not completed in full.

8.2 Proof of identity

Proof of identity is required to authenticate the request and the Requester.

In view hereof, a Requester will, in addition to Form C, be required to submit acceptable proof of identity such as a certified copy of their Identity Document or other legal form of identification.

8.3 Company Services

In instances where information or records pertaining to any of the Company's services (other than marketing information) is requested, the Requester will have to provide further particulars to prove ownership or to provide an explanation why access to the identified records is required.

Note: Information will not be furnished unless a person clearly provides sufficient particulars to enable the Company to identify the right the Requester is seeking to protect as well as an explanation of why the requested information is required for the exercise or protection of that right.

8.4 Checklist for submission of information requests

Form C

- Number B – the client details
- Number C – only if the request is a third-party request.
- Number D1 – the time period as well as type of information required.
- Number D2 – the cell number or ref. number that was provided by the Company (if available)
- Number E – exemption from paying the fees, if so, the client will need to supply his/her salary advice and if the client is married, a copy of the spouse's salary advice will need to be supplied as well.
- Number F1 – copy in a computer readable form (memory stick or compact disc)
- Number G1 – indicate which right is to be exercised or protected.
- Number G2 – the reason for which this information is required (we will not accept 'personal reasons' as a reason)
- Number H – preferred method of communication
- Documentation signed and every page must be initialled.

9. REQUEST FEES

Section 54 of the Act entitles a Private Body to levy a prescribed request fee to a Requester before further processing the request. The fees that may be charged have been published by the Minister of Justice and Constitutional Development and are displayed below.²

² Government Gazette No. 23119, General Notice No. R187 of 15 February 2002

According to PoPI a RP is entitled to levy a prescribed fee for the provision of PI about the DS in its possession.

1. ACCESS FEES FOR REPRODUCTION		
1.1	For every photocopy of an A4-size page or part thereof	R1.10
1.2	For every photocopy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.75
1.3	For a copy in a computer-readable form on memory stick	R7.50
1.4	For a copy in a computer-readable form on compact disc	R70.00
1.5	For a transcription of visual images for an A4-size page or part thereof	R40.00
1.6	For a copy of visual images	R60.00
1.7	For a transcription of an audio record for an A4-size page or part thereof	R20.00
1.8	For a copy of an audio record	R30.00
2. ACCESS FEE FOR TIME SPENT		
2.1	The time reasonably required to search for the record for disclosure and preparation	R30.00/hr or part thereof
3. REQUEST FEE		
3.1	For a request for access to a record by a person other than a personal Requestor	R50.00
4. DEPOSIT		
4.1	One third of the access fee is payable as a deposit by the Requester	
5. POSTAL FEE		
5.1	When a copy of a record must be posted to the Requestor	R9.75
6. APPEAL FEES		
6.1	For lodging an internal appeal against the refusal of a request for access to a record	R50.00
7. VAT		
7.1	The Company, as a private body registered under the Value Added Tax Act, 1991 will add VAT to all the above- mentioned fees	

10. GRANTING OR REFUSAL OF REQUESTS

All requests complying with the requirements set out above will be processed and considered expeditiously.

If the request for access is granted then the Company will advise the Requestor on the following:

- the prescribed fee for accessing the information or documentation.
- payable deposit fee and balance outstanding
- the form in which access will be given.
- the right to lodge an internal appeal against the access fee to be paid or the form of access to be granted.

If the request for access is refused then the Company will advise the Requestor about the reasons for refusal of access and may advise the Requestor to lodge an application with the court against the refusal of the request after the Requestor has exhausted all the internal appeal process.

Chapter 4 of the PAIA Act stipulates the following grounds for refusing requests for information:

- protection of the privacy of a third party who is a natural person.
- protection of commercial information of a third party
- protection of certain confidential information of a third party
- protection of safety of individuals and protection of property
- protection of records privileged from production in legal proceedings.
- commercial information of the Private Body
- protection of research information of a third party and of the Private Body.

These grounds of refusal are also endorsed under PoPI.

The Company's Right to Refuse Access to Information:

We have the right to refuse to give you access to our records if any of the following grounds apply:

- the record would unreasonably disclose Personal Information about a natural person, including a deceased individual (unless that third party or a representative of the deceased gives written permission for access).
- the record contains
- trade secrets, or
- financial, commercial, scientific, or technical information, or

- information about research by a third party, which could put that third party at a disadvantage in a negotiation or prejudice him in competition (unless that third party gives written permission for access).
- access would put us in breach of a duty of confidence which we owe to a third party (unless that third party gives written permission for access).
- access could reasonably be expected to
- endanger someone's life or physical safety, or
- prejudice or impair the security of a building, structure, system, means of transport or other property.
- the record is privileged from being produced as evidence in legal proceedings (unless the person protected by the privilege has waived that protection); or
- if the request is for access to a person's Personal Information, and that person could not provide adequate proof of identity to us.

The Company will give the Requester a written notice of the decision within 30 days after the decision is made. In case of a request being refused, the notification will include the reasons for the refusal.

The Company may extend the 30-day notice period for a further period not exceeding 30 days due to the nature of the request and the amount of time required to gather the requested information.

The requester will however be given notice of the extension prior to the expiry of the 30-day period and provided with reasons for the extension.

11. APPEAL/LODGEMENT OF COMPLAINTS

The Act makes provision for the lodgement of complaint against:

- Access fee charged or the form of access granted.
- Refusal of the request to grant access.
- Decision to extend the 30 days' period for granting the requested access.
- Form in which access is granted.

A Requestor aggrieved by the Company's decision or who wishes to lodge a complaint or appeal must follow this process:

A compliant or an internal appeal must:

- be lodged within 30 days after the decision is communicated to the Requestor.
- be delivered or sent to the address, fax or electronic mail address contained in paragraph 6 above.
- identify the subject of the complaint or internal appeal and state the reasons for the complaint or internal appeal.
- be accompanied by the prescribed appeal fee as prescribed in paragraph 9 above.
- specify a postal address, fax number or electronic mail for the return of the decision. (See

Annexure D for the copy of the form to be used in lodging the internal appeal)

Where, in addition to a written reply, the complainant/appellant wishes to be informed of the decision in any other manner he/she/it must state that manner and provide the necessary particulars to be so informed.

The complainant/appellant who is not happy with the decision of the internal process may lodge an application with a court against the decision made within 30 days after the decision was communicated to him/her/it.

Where the compliant or internal appeal is lodged after the expiry of the 30 days period the information Officer may, on good cause shown, allow the late lodgement of the compliant or internal appeal.

12. OTHER INFORMATION AS MAY BE PRESCRIBED

Section 51(1)(f) of the Act grants the Minister powers to publish a notice prescribing any other information that companies will have to disclose.

13. AVAILABILITY OF THE MANUAL

- a) This manual is available for inspection during office hours and at no charge.
- b) Should you wish to obtain a copy of this manual or part thereto such copy can be obtained from either:
 - the address set out in paragraph 6 subject to payment of applicable fees (refer to heading or
 - request from the following email address: erna@dcd.co.za

ANNEXURE A: Categories and Types of Information**1.1 Categories and type of records automatically available without having to request access to these records (Section 52(2) of the PAIA Act read with regulation 9A to the PAIA Act):**

The PAIA Act makes provision for the automatic disclosure of certain records. These records need to be formally requested from the Company since they are not available from a website.

The following are categories of records available:

Description of category of records available in terms of section 52(1)(a) of the PAIA Act	Manner of access to records (Section 52(1)(b))
For inspection in terms of section 52(1)(a)(i)	
Product Information	Soft copy
Customer Information	Soft copy
Registers	Soft copy
For copying in terms of section 52(1)(a)(ii)	
Annual Reports	Soft copy
Financial Statements	Soft copy
Available free of charge in terms of section 52(1)(a)(iii)	
Media Releases	Soft copy

1.2 Categories and types of records that can be requested (section 51(1)(e) of the PAIA Act):

The Company maintains the types and categories of records as listed below. Each request for information will be dealt with on a case-by-case basis and the mere fact that a record is listed below does not mean that access to that record will be granted.

The following are categories of records that can be requested from the Company:

RECORDS HELD BY THE COMPANY IN TERMS OF OTHER LEGISLATION AS CONTEMPLATED IN SECTION 51(1)(d) OF THE ACT

The Company retains records which are required in terms of legislation other than the Act.

Certain legislation provides that private bodies shall allow certain persons access to specified records, upon request. Legislation that may be consulted to establish whether the requester has a right of access to a record other than in terms of the procedure set out in the Act are:

- Administration of Adjudication of Road Traffic Offences Act 46 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Bills of Exchange Act 34 of 1964
- Broad-Based Black Economic Empowerment Act 53 of 2003

- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Constitution of South Africa Act 108 of 1996
- Consumer Protection Act
- Copyright Act 98 of 1987
- Criminal Procedure Act 51 of 1977
- Currency & Exchanges Act 9 of 1933
- Customs and Excise Act 91 of 1964
- Electronic Communications and Transactions Act 2 of 2000
- Employment Equity Act 55 of 1998
- Environment Conservation Act 73 of 1989
- Financial Advisory & Intermediary Services Act 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Formalities in Respect of Leases of Land Act 18 of 1969
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Long Term Insurance Act 52 of 1998
- National Building Regulations and Building Standards Act 103 of 1997
- National Credit Act 34 of 2005
- National Environmental Management Act 107 of 1998
- National Environmental Management: Air Quality Act 39 of 2004
- National Environmental Management: Waste Act 59 of 2008
- National Water Act 36 of 1998
- National Road Traffic Act 93 of 1996
- Occupational Health and Safety Act 85 of 1993
- Patents Act 57 of 1987
- Prescription Act 18 of 1943
- Prevention & Combating of Corrupt Activities Act 12 of 2004
- Prevention of Organised Crime Act 121 of 1998
- Promotion of Access to Information Act 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- Protected Disclosures Act 26 of 2000
- Regulation of Interception of Communications and Provisions of Communication Related Information Act 70 of 2002
- Sales and Service Matters Act 25 of 1964
- Securities Services Act 36 of 2004
- Securities Transfer Act 25 of 2007
- Short-Term Insurance Act 53 of 1998
- Skills Development Act 97 of 1997
- Skills Development Levies Act 9 of 1999
- South African Reserve Bank Act 90 of 1989

- The South African National Roads Agency Limited & National Roads Act 7 of 1998
- Tobacco Products Control Act 12 of 1999
- Trademarks act 194 of 1993
- Transfer Duty Act 40 of 1949
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Fund Contributions Act
- Value-Added Tax Act 89 of 1991
- National Conventional Arms Control Act No. 41 Of 2002 In Government Gazette No. 24575 Of 20 Feb 2003
- National Conventional Arms Control Amendment Act No. 73 Of 2008 In Government Gazette No. 32126 Of 16 Apr 2009
- Government Notice Regulation R.326 In Government Gazette No. 35283 Of 20 Apr 2012
- Government Notice Regulation 321 In Government Gazette No. 35272 Of 20 Apr 2012
- Wassenaar 2010 Control Lists
- Non-Proliferation Of Weapons Of Mass Destruction Act 87 Of 1993
- Non-Proliferation Of Weapons Of Mass Destruction Amendment Act 50 Of 1995
- Non-Proliferation Of Weapons Of Mass Destruction Amendment Act 59 Of 1996
- Government Notice Regulation R.16 In Government Gazette No. 32891 Of 3 Feb 2010
- Government Regulation 491 In Government Gazette No. 42337 Of 29 March 2019
- Missile Technology Control Regime Mtr-Tem-2018-Annex Of 22 March 2018
- Regulation Of Foreign Military Assistance (Fma) Act No. 15 Of 1998
- Us Itar Regulations Ref Nr 22 Cfr Part 120 – 130 Of 22 Feb 2018.

Although the Company has used its best endeavours to supply a list of applicable legislation, it is possible that this list may be incomplete.

Whenever it comes to the attention of the Company that existing or new legislation allows a requester access on a basis other than as set out in the Act, we shall update the list accordingly.

If a requester believes that a right of access to a record exists in terms of other legislation listed above or any other legislation, the requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity of considering the request in light thereof.

RECORDS IN TERMS OF SUBJECT AND CATEGORIES HELD BY THE COMPANY IN TERMS OF SECTION 51(1)(e) OF THE ACT

Description of the subjects on which the Company holds records, and the categories of records held on each subject:

1. Client Services/Records:

- Client correspondence.
- Client fee files.
- Client contracts.

- Client business information.
- Legal documentation.
- Proposal and tender documents.
- Risk management records.
- Solution methodologies.
- Standard terms and conditions of supply of goods and/or services.
- Working papers.
- Financial arrangements

2. Corporate Governance:

- Codes of conduct.
- Corporate social investment records.
- Board meeting minutes.
- Executive committee meeting minutes.
- Legal compliance records.
- Policies.

3. Finance and Administration:

- Accounting records.
- Annual financial statements.
- Agreements.
- Banking records.
- Correspondence.
- Purchase orders.
- Remittances.
- Invoices and statements.
- Tax records and returns.
- Statistics SA returns.

4. Human Resources:

- BEE statistics.
- Career development records.
- Skill Level
- Personnel information.
- Employee Lifecycle Information
- Employment equity reports.
- General terms of employment.
- Letters of employment.
- Leave records.
- PAYE records and returns.
- Performance management records.
- Assessments.
- Policies and procedures.

- UIF returns.
- Injury on Duty Records
- Payroll Information
- RMA Assessments
- Disciplinary Code of Conduct
- Disciplinary Record
- HR Policies and Manual
- Job Profiling
- Organisational Structure
- The title and responsibilities of employment positions, including information related to the role and current incumbents. This includes information on contractors and other non-permanent staff members.
- Curriculum Vitae (CV) and Application Detail
- Employee Promotion criteria
- Details of training courses available and held.

5. Information Management and Technology:

- Agreements.
- Equipment registers.
- Information policies, standards, procedures, and guidelines.

6. Learning and Education:

- Training material.
- Training records and statistics.
- Training agreements.
- Learnership Programmes.
- Scholarships

7. Marketing and Communication:

- Proposal documents.
- New business development.
- Brand information management.
- Marketing strategies.
- Communication strategies.
- Agreements.
- Client relationship programmes.
- Marketing publications and brochures.
- Sustainability programmes.

8. Operations:

- Access control records.
- Agreements.
- Archival administration documentation.
- Communication strategies.

- General correspondence.
- Patents and Trademark documents.
- Insurance documentation.
- Courier and Logistics management information.
- Service level agreements.
- Standard trading terms and conditions of supply of services and goods.
- Procurement agreements and documentation.
- Used order books.
- Vehicle registration documents.
- Cell phone registration documents.
- Certificates of Compliance

9. Secretarial Services:

- Applicable statutory documents, including but not limited to, certificates of incorporation and certificates to commence business.
- Annual reports.
- Corporate structure documents.
- Memoranda and Articles of Association.
- Share registers.
- Statutory Returns to relevant authorities.
- Share certificates.
- Shareholder agreements.
- Minutes of meetings.
- Resolutions passed.

10. Accounting Services:

- Budget information (amount, code, responsibility)
- Information generated by a financial transaction as a result of the flow of information to or from the Company.
- Creditor information (name, amount, status, etc.)
- Debtor information (name, amount, status, etc.)
- Electricity bill payment
- Information generated by a financial transaction.
- General Ledger Account information (code, name, responsibility)
- The details of payment terms with creditors and debtors
- Property rental value
- The rental paid / due from the Company's sites.
- Statements from the Company to debtors

11. Assets:

- All assets, including the financial aspect of equipment/vehicles.

12. Performance and Remuneration:

- The records relating to the employee performance, for example performance awards.
- Employee Timesheet Information
- All information related to payment of an employee, for example payment method, bank account details, payment amount, payment date.
- Information related to the "package" of an individual, for example gross salary, PAYE amount etc.

13. Facility Management:

- Facility/Security Access Record
- Office and Storerooms Layout and Maintenance

14. Audit Information:

- Inspection/Audit Result
- Details of known risks and measures to control those risks.

15. Contract/SLA Management:

- The details of service levels agreed between two parties.
- The measurement of a service level's performance
- Supplier and Partner Contract/Agreement

16. Procurement:

- The information about an information service provider
- Details related to a manufacturer who produces goods for the Company, for example Name, Address, Goods produced
- Information related to procurement decisions.
- Request for Information (RFI)
- The details related to a Statement of Work, including the deliverable specifications, due date, price, risks etc.
- Details relating to Supplier for example, registered name, banking details, status.
- Demographics of suppliers, with specific attention to the Historically Disadvantaged Individual (HDI) indicators
- Details related to an invoice received from suppliers.
- Details related to the purchase order process which controls the operational and capital expenditure of the Company.

17. Consultations:

- Details of Consultations.
- Consultation/Service Capacity and Throughput
- Consultation/Service Schedule

18. Arms Control:

- Arms Control Committee (ACC) Minutes
- Internal Compliance Programme (ICP) & Arms Control Standard Operating Procedure (SOP)

- Registration Certificates;
- Marketing Permits;
- Classification of Controlled Items;
- Contracting Permits;
- End User Certificates;
- Import Permits;
- Export Permits;
- Temporary Two-Way Import/Export Permits;
- Destruction Authorisations; and
- Technical Assistance Agreements (TAAs).

1.3 Access to records held by the Company.

The following procedure must be followed when requesting information and/or documents:

- a) The request must be sent in the prescribed form.
- b) The Request must be submitted to the Information Officer and sent to the address, fax number or electronic mail address as set out in paragraph 6 of the Manual.
- c) The Requestor must provide proof of identity of the person requesting the record.
- d) If the request is made on behalf of another person, the Requestor must provide proof of the capacity in which he/she/it is making the request.

1.4 The following procedure will be followed by the Company after receipt of the request for access:

- a) Once a request is made, the Requestor will receive notice from the Company to pay the prescribed deposit fees.
- b) The prescribed deposit fee prescribed must be paid before the request is processed.
- c) Payment of this fee should be made as directed by the Information Officer.
- d) After receiving payment of a deposit fee, the Company will then decide in respect of the request and will notify the Requestor of the decision
- e) Should the request be refused, the Requestor may lodge an application or appeal in accordance with paragraph 11 of the Manual against the refusal of the request or payment of the requested fee and this will be advised in the notice to be sent to the Requestor (in terms of section 54(3) of the PAIA Act).
- f) If the request is granted then the Requestor might be required to pay a further access fee for the search, reproduction, and preparation of the record as well as for the time that has exceeded the prescribed hours to search and to prepare the record for disclosure to the Requestor (in terms of section 54(6) of the PAIA Act).
- g) The fee schedule can be downloaded from the Department of Justice and Constitutional Development's website at www.justice.gov.za

ANNEXURE B: PRESCRIBED FORM C**REQUEST FOR ACCESS TO RECORDS HELD BY THE COMPANY**
(Section 53(1) of the Promotion of Access to Information Act, 2 of 2000)**A. Particulars of the Company****Privacy & Information Officer**

Erna Wilson

DCD Protected Mobility (Pty) LtdNewgold Street
Comet Extension 14
BoksburgPO Box 1365
Boksburg
1460erna@dcd.co.za

+27 11 306 8400

www.dcd.co.za**B. Particulars of person requesting access to the record**

The particulars of the person who requests access to the record must be given below. The address and/or fax number in the Republic to which the information is to be sent must be given Proof of the capacity in which the request is made, if applicable, must be attached.

Full Name and Surname	
Identity Number	
Postal Address	
Telephone/ Cell Nr	
E Mail Address	
Capacity in which request is made, when made on behalf of another person:	

C. Particulars of person on whose behalf request is made

The section must be completed ONLY if a request for the on the behalf of another person

Full Name and Surname	
Identity Number	
Company Registration Number	

D. Particulars of record

Provide full particulars of the record to which access is requested, including the reference number 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.

Note: The Requester must sign all additional pages

1. Description of the record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

E. Fees

A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.

You will be notified of the amount requested to be paid as the requested fee.

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 such record.

If you qualify for the exemption of the payment of any fee, please state the reason for exemption

Reasons for Exemption from payment of fees:

F. 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 for in section 1 and 4 below, state your disability and indicate in which form the disability is:

Disability:	Form in which record is required:

Mark the appropriate box with an "X":

Notes:

- a) Compliance with your request in the specified form may depend on the form in which the record is available.
- b) 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
- c) The fee payable for access to the record, if any, will be determined partly by the form in which access is available

1. If the record is in written or printed form:

	Copy of record*		Inspection of record
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2. If the record consists of visual images:

(This includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

	View the Images		Copy the Images*		Transcription of the images
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3. If the record consists of recorded words or information which can be reproduced in sound:

	Listen to the soundtrack (audio cassette)		Transcription of the soundtrack* (Written or printed document)
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4. If the record is held in computer or in an electronic or machine- readable form:

	Printed copy of the record*		Printed copy of information derived from the record*		Copy in computer readable form* (memory stick or compact disc)
*If you requested a copy or transcript of a record (above), do you wish the copy or transcript to be posted to you?				Yes	No
Postage is payable					

G. 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.

1. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right

H. 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?

Signed at _____ this _____ day of _____ 20____

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF THE REQUEST IS MADE

ANNEXURE D: NOTICE OF INTERNAL APPEAL

A. Particulars of the Privacy / Information Officer

Privacy & Information Officer

Erna Wilson

DCD Protected Mobility (Pty) Ltd



Newgold Street
Comet Extension 14
Boksburg



PO Box 1365
Boksburg
1460



erna@dcd.co.za



+27 11 306 8400



www.dcd.co.za

B. Particulars of the Complainant /Appellant

- a) Details of the complainant or person who lodges the internal appeal must be given below.
- b) Proof of the capacity in which the complainant/appeal is lodged, if applicable, must be attached.
- c) If the complainant/ appellant is a third party and not a person who originally requested the information, the particulars of the requester must be given in paragraph C below.

Full Name and Surname	
Identity Number	
Postal Address	
Telephone/ Cell Nr	
E Mail Address	
Capacity in which request is made, when made on behalf of another person:	

C. Particulars of the Requester

The section must be completed ONLY if a third party (other than the requester) lodged the complaint/internal appeal

Full Name and Surname	
Identity Number	
Company Registration Number	

D. The decision against which the complaint/internal appeal is lodged

Mark the decision against which the appeal is lodged with an X in the appropriate box

	Refusal of request for access
	Decision regarding fees prescribed in terms of Section 54 of the PAIA Act
	Decision regarding the extension of the period within which the request must be dealt with. Section 57(1) of the PAIA Act
	Decision to grant request for access

E. Grounds for complaint/appeal.

If the provided space is inadequate, please continue on a separate page and attach it to this form. You must sign all the additional pages.

1. State the ground on which the complaint/ appeal is based:

2. State any other information that may be relevant considering the appeal:

F. Notice of decision on complaint/ appeal

You will be notified in writing of the decision on your complaint/ internal appeal. If you wish to be informed in another manner, please specify the manner, and provide the necessary particulars to enable compliance with your request

1. Particulars of the manner

2. State any other information that may be relevant considering the appeal:

Signed at _____ this _____ day of _____ 20____

SIGNATURE OF COMPLAINANT/ APPELLANT

FOR INTERNAL USE ONLY	
Appeal received on (date)	
Name and surname of the person receiving the complaint/ appeal	

1. Outcome of the Complaint:

2. New Decision:

Full name and surname of Information Officer	
Signature of the Information Officer	
Date of the decision	



INFORMATION OFFICER'S REGISTRATION FORM

NOTE: The personal information submitted herein shall be solely used for your registration with the Information Regulator ("Regulator").

All the information submitted herein shall be used for the purpose stated above, as mandated by law. This information may be disclosed to the public. The Regulator undertakes to ensure that appropriate security control measures are implemented to protect all the information to be submitted in this document.

PART A INFORMATION OFFICER	
Full Name of Information Officer	Erna Wilson
Designation	HR Consultant
Postal Address	PO Box 1365 Boksburg 1460
Physical Address	Newgold Street Comet Extension 14 Bokdburg 1459
Cellphone Number	+27 82 320 7918
Landline Number	+27 11 306 8400
Fax Number	+27 86 607 4021
Direct Email Address	erna@dcd.co.za
General Email Address	pminfo@dcd.co.za

PART B DEPUTY INFORMATION OFFICER			
Personal details of designated or delegated Deputy Information Officer(s)	Name	Name	Name
	Cornelius Grundling	Catherine Pearson	
	Direct Landline	Direct Landline	Direct Landline
	+27 11 306 8401	+27 11 306 8400	
	Cellphone Number	Cellphone Number	Cellphone Number
	+27 83 680 3650	+27 82 403 8188	
	Email Address	Email Address	Email Address
	cornelius@dcd.co.za	cpearson@dcd.co.za	
Postal Address	PO Box 1365 Boksburg 1460		
Physical Address	Newgold Street Comet Extension 14 Boksburg 1459		
Fax Number	+27 86 607 4021		
General Email Address	pminfo@dcd.co.za		

PART C BODY / RESPONSIBLE PARTY			
Type of Body	Public Body		Private Body <input checked="" type="checkbox"/>
Full Name of the Body (Registered Name)	DCD Protected Mobility a division of DCD GROUP (Pty) Ltd		
Trading Name	DCD Protected Mobility		
Registration No, if any	2006/037611/07		

Postal Address	PO Box 1365 Boksburg 1460
Physical Address	Newgold Street Comet Extension 14 Boksburg 1459
Landline Number	+27 11 306 8400
Fax Number	+27 11 607 4021
Email Address	pminfo@dcd.co.za
Website	www.dcd.co.za

**PART D
DECLARATION**

I declare that the information contained herein is true, correct and accurate.

SIGNED and DATED at Boksburg on this the 24th day of June 2021



INFORMATION OFFICER

PART E

THE FOLLOWING INFORMATION IS REQUIRED FOR STATISTICAL PURPOSES

Please choose a sector(s) that apply to your Body

GOVERNMENT			PUBLIC ENTITIES			PRIVATE BODY			PROFESSION		
Item	Classification of Government	X	Item	Classification of a Public Entity	X	Item	Name of Industry Sector	X	Item	Type of profession	X
1.	National Government		1.	Constitutional Entities		1	Education		1	Legal	
2.	Provincial Government		2.	Schedule 2 Public Entity		2	Financial		2	Built Environment	
3.	Local Government		3.	Schedule 3A Public Entity		3	Health Facilities		3	Financial	
LEGISLATURE			4.	Schedule 3B Public Entity		4	Telecommunications		4	Medical and Allied Health Services	
			5.	Schedule 3C Public Entity		5	Pharmaceutical		OTHERS, Specify		
National Assembly		OTHERS, specify			6	Media and Social Media		5.			
National Council of Provinces					7	Retail/Direct Marketing					
Gauteng Provincial Legislature					8	Tourism					
Western Cape Provincial Legislature											

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GOVERNMENT		PUBLIC ENTITIES	PRIVATE BODY		PROFESSION
Northern Cape Provincial Legislature			9	Transportation, Storage and Logistics	
Limpopo Provincial Legislature			10	Manufacturing/Production	X
Northwest Provincial Legislature			11	Banks	
Free State Provincial Legislature			12	International Organizations	
Mpumalanga Provincial Legislature			13	Real Estate	
Eastern Cape Provincial Legislature			OTHERS, specify		
KwaZulu-Natal Provincial Legislature					

AUTHORISATION OF INFORMATION OFFICER


(In terms of the Promotion of Access to Information Act, 2000)

I, the undersigned,

Cornelius Grundling

hereby authorise **Erna Wilson** as an Information Officer of **DCD Protected Mobility a division of DCD GROUP (Pty) Ltd** and authorise you to exercise any of the powers, duties and responsibilities conferred or imposed on me by the Protection of Personal Information Act, 2013 and the Promotion of Access to Information Act, 2000(PAIA)

Please be advised that I reserve my right to exercise any of the powers, duties and responsibilities conferred herein, as well as the right to amend and/or withdraw any of those powers, duties, and responsibilities.



C Grundling

General Manager

By my signature herein below, I hereby accept the delegation and designation as the Information Officer



E Wilson

Date: 24/6/2021

**DESIGNATION AND DELEGATION OF AUTHORITY TO THE DEPUTY
INFORMATION OFFICER**

*(In terms of section 56 of the Protection of Personal Information Act, 2013 (POPIA) and
Section 17(1) of the Promotion of Access to Information Act, 2000(PAIA)*

I, the undersigned,

Erna Wilson

(Name of the Information Officer)

hereby designate **Catherine Pearson** as a Deputy Information Officer of **DCD Protected Mobility a division of DCD GROUP (Pty) Ltd .**

Furthermore, I hereby delegate to you the powers, duties, and responsibilities, as conferred or imposed on me by POPIA and PAIA.

Please be advised that I reserve the right to exercise any of the powers, duties and responsibilities conferred herein, as well as the right to amend and/or withdraw any of those powers, duties and responsibilities.



Information Officer

By my signature herein below, I hereby accept the delegation and designation as the Deputy Information Officer



C Pearson

Date: 24/06/2021

AUTHORISATION OF INFORMATION OFFICER

(In terms of the Promotion of Access to Information Act, 2000)

I, the undersigned,

Cornelius Grundling

hereby authorise **Erna Wilson** as an Information Officer of **DCD Protected Mobility a division of DCD GROUP (Pty) Ltd** and authorise you to exercise any of the powers, duties and responsibilities conferred or imposed on me by the Protection of Personal Information Act, 2013 and the Promotion of Access to Information Act, 2000(PAIA)

Please be advised that I reserve my right to exercise any of the powers, duties and responsibilities conferred herein, as well as the right to amend and/or withdraw any of those powers, duties, and responsibilities.



C Grundling
General Manager

By my signature herein below, I hereby accept the delegation and designation as the Information Officer



E Wilson

Date: 24/6/2021