

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

## **PKF ADVISORY GEORGE (PTY) LTD**

### **PKF GEORGE INCORPORATED**

**PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (PAIA)**

#### **1. INTRODUCTION**

This manual is published in terms of Section 51 of the Promotion of Access to Information Act (PAIA) and provides a guide for the public on how to request access to records held by PKF George.

The firm is committed to transparency, subject to the limitations and protections set forth in the Act.

#### **2. CONTACT DETAILS**

<b>Information</b>	<b>Details</b>
Responsible Person	Ruché Sieberhagen
Designated Information Officer	Jandra Zandberg
Firm Name	PKF Advisory George (Pty) Ltd and PKF George Incorporated
Registration Number	2012/049728/07
Postal Address	Private Bag X6544
Physical Address	Suite 104, 72 York Street, George, 6529
Telephone Number	044 874 2320
Email Address	ruce.sieberhagen@pkfgeorge.co.za

#### **3. GUIDE TO PAIA (SECTION 10 GUIDE)**

The South African Human Rights Commission (SAHRC) has compiled a guide to assist individuals on how to exercise their rights under PAIA. This guide is available in multiple official languages and may be requested from:

- **SAHRC**  
PAIA Unit, The South African Human Rights Commission

Private Bag 2700, Houghton, 2041  
Telephone: 011 877 3600  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

#### 4. TYPES OF RECORDS HELD BY THE FIRM

The firm maintains the following categories of records. Some of these records are public, while others may require authorization to access.

##### 4.1 Public Records

- **Company Documents:** Registration certificates, Tax compliance certificates.
- **Marketing Materials:** Firm profile, brochures, publications, and articles.
- **Corporate Social Responsibility Reports:** Summary of CSR initiatives and community projects.

##### 4.2 Private Records

- **Employee Records:** Contracts, payroll, performance reviews, disciplinary records, and leave records.
- **Client Records:** Financial statements, tax records, invoices, payment history, correspondence, and audit files.
- **Financial Records:** Annual financial statements, management accounts, budgets, and asset registers.
- **Operational Records:** Policies, procedures, operational reports, and internal communications.
- **Legal Records:** Contracts, agreements, compliance records, litigation records, and insurance policies.

#### 5. REQUEST FOR ACCESS TO INFORMATION

##### 5.1 Access Procedures

To access records, an individual or entity must submit a formal request. The request must be directed to the Information Officer in writing, either via post, fax, or email.

- **Form of Request:** Requests should be submitted using Form C, as prescribed under PAIA. This form is available on the Department of Justice website or upon request from the firm.
- **Information Required:** The requester must provide their contact details, a clear description of the record(s) requested, and proof of identity.
- **Purpose:** The requester must indicate the reason for the request and how the information sought is relevant to that reason.

## 5.2 Fees

In line with PAIA, requesters may be required to pay a request fee and, if access is granted, an access fee for reproduction, search, and preparation time.

## 5.3 Response Times

The firm will endeavour to process all requests within 30 days. If the request is refused, reasons will be provided, and the requester will have the right to appeal.

## 6. GROUNDS FOR REFUSAL OF ACCESS

The firm reserves the right to refuse access to certain records on grounds specified in the Act, including:

- **Confidentiality Agreements:** Records that contain information about third parties bound by confidentiality.
- **Privacy:** Personal information of employees, clients, and third parties, unless consent is obtained.
- **Commercial Information:** Proprietary or trade-secret information, where disclosure may harm the business interests of the firm.
- **Legal Privilege:** Any document that is subject to legal privilege, such as attorney-client communications.

## 7. REMEDIES AVAILABLE UPON REFUSAL

If access to a record is denied, the requester may lodge a complaint with the SAHRC or pursue legal action through the courts.

## 8. AVAILABILITY OF THE PAIA MANUAL

This manual is available for inspection by members of the public during office hours at the firm's physical address and on our website: <https://pkf.co.za>