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This manual was prepared in accordance with section 51 of the
“Promotion of Access to Information Act, 2000”
and to address the requirements of the
“Protection Of Personal Information Act, 2013”.

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1. Background to the Promotion of Access to Information Act (PAIA).

The Promotion of Access to Information Act, No. 2 of 2000 (the “Act”) was enacted on 3 February 2000, giving effect to the constitutional right in terms of section 32 of the Bill of Rights contained in the Constitution of the Republic of South Africa 108 of 1996 (the “Constitution”) of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights.

In terms of section 51 of the Act, all Private Bodies are required to compile an Information Manual (“PAIA Manual”).

Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, subject to applicable legislative and / or regulatory requirements, except where the Act expressly provides that the information may be adopted when requesting information from a public or private body.

2. SHEQPortal.

SHEQPortal is a privately owned business that mainly focus on:

- the design, publishing, and maintenance of client’s web sites and web applications as per their request [Document Management System (DMS) / Integrated Management System (IMS)] that might contain personal information of their employees, service providers, sb- contractors, etc.

3. Purpose of this Manual

The purpose of this manual is to promote the right of access to information, to foster a culture of transparency and accountability within the actions of SHEQPortal by giving 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 the Republic of South- Africa have effective access to information to enable them to exercise and protect their rights.


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

Section 9 of the Act recognizes that the right to access information cannot be unlimited and should be subjected 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 PAIA manual complies with the requirements of guide mentioned in Section 10 of the Act and recognizes that upon commencement of the Protection of Personal Information Act 4 of 2013, that the appointed Information Regulator will be responsible to regulate compliance with the Act and its regulations by private and public bodies.

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4. Contact Details of the Managing Director [Section 51(1)(a)]

Managing Director:	Manie Swanepoel
Registered Address:	
Postal Address:	
Telephone Number:	078 992 6185
Website:	https://www.sheqportal.co.za

5. The Information Officer [Section 51(1)(a)]

The Act prescribes the appointment of an Information Officer for public bodies where such Information Officer is responsible to, inter alia, assess request(s) for access to information. The head of a private body fulfills such a function in terms of Section 51. Manie Swanepoel will act as the Information Officer to assess such request(s) for access to information as well as to oversee its required functions in terms of the Act.

The Information Officer appointed in terms of the Act also refers to the Information Officer as referred to in the Protection of Personal Information Act (POPI) 4 of 2013. The Information Officer oversees the functions and responsibilities as required for in terms of both this Act as well as the duties and responsibilities of Section 55 of the Protection of Personal Information Act (POPI) 4 of 2013 after registering with the Information Regulator.

The Information Officer may appoint, where it is deemed necessary, Deputy Information Officer(s), as allowed in terms of Section 17 of the Act as well as Section 56 of the Protection of Personal Information Act (POPI) 4 of 2013. This is in order to render SHEQPortal as accessible as reasonably possible for requesters of its records and to ensure fulfillment of its obligations and responsibilities as prescribed in terms of Section 55 of the Protection of Personal Information Act (POPI) 4 of 2013. All requests for information in terms of this Act must be addressed to the Information Officer and / or Deputy Information Officer(s).

Contact Details of the Information Officer


Information Officer:	Manie Swanepoel
Physical Address:	
Postal Address:	
Telephone Number:	078 992 6185
e- mail:	manie@sheqportal.co.za

6. Guide of South- African Human Rights Commission [Section 51(1)(b)]

This 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.

Requests in terms of the Act shall be made in accordance with the prescribed procedures and at the rates provided. The forms and tariffs are dealt with in paragraphs 6 and 7 of the Act.

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. This guide is available from the South- African Human Rights Commission.

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The Contact Details of the Commission are:

Contact body:	The South- African Human Rights Commission
Physical Address:	PAIA Unit 29 Princess of Wales Terrace c / o York and Andrews Streets Parktown Johannesburg
Postal Address:	Private Bag 2700 Houghton 2041
Telephone Number:	+27 11 877 3600
Web site:	www.sahrc.org.za

7. The Latest Notice in Terms of Section 52(2) (if any) [Section 51(1)(c)]

No notice has been published on the categories of records that are automatically available without a person having to request access in terms of Section 52(2) of Promotion of Access to Information Act, 2000 (PAIA).


8. Subjects and Categories of Records Available only on Request to Access in Term of the Act [Section 51(1)(e)].

Records held by SHEQPortal.

For the purposes of this clause 8.1, "Personnel" refers to any person who works for, or provides services to, or on behalf of Manie Swanepoel and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of Manie Swanepoel. This includes without limitation, directors (executive and non- executive), all permanent, temporary, and part- time staff, as well as any sub- contractor and their workers.


This clause serves as a reference to the categories of information that Manie Swanepoel holds. The information is classified and grouped according to records relating to the following subjects and categories:

Subject	Category
Companies Act Records:	all trust deeds documents of incorporation index of names of directors memorandum of incorporation minutes of meetings of the board of directors minutes of meetings of shareholders proxy forms register of debenture- holders register of directors` shareholdings share certificates share register and other statutory registers, records, and / or documents special resolutions, resolutions passed at general and class meetings records relating to the appointment of auditors directors prescribed officer

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	public officer, and secretary
Financial Records:	accounting records annual financial reports annual financial statements asset registers bank statements banking details and bank accounts banking records debtors / creditors statements and invoices general ledgers and subsidiary ledgers general reconciliation invoices paid cheques policies and procedures rental agreements, and tax returns
Income Tax Records:	PAYE records documents issued to employees for income tax purposes records of payments made to SARS on behalf of employees all other statutory compliances VAT services levies skills development levies UIF workmen`s compensation
Personal Documents and Records:	client web site and web application information as per their requirements forms and applications standard letters and notices training manuals
Procurement Department:	standard terms and conditions for supply of services and products contractor, client, and supplier agreements lists of suppliers, products, services, and policies and procedures
Marketing Department:	advertising and promotional material
Risk Management and Audits:	audit reports risk management frameworks, and risk management plans
Safety, Health, and Environment:	policies procedures HIRA system and documentation all other SHE documentation
IT Department:	computer, laptop, mobile device usage policy documentation disaster recovery plans hardware asset registers registered software registers information security policies, standards, and procedures information technology systems and user manuals information usage policy documentation project implementation plans software licensing, and system documentation and manuals

Note that the accessibility of the records may be subjected to the grounds of refusal set out in this PAIA manual.

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Amongst other, records deemed confidential on the part of a third- party, will necessitate permission from the third-party concerned and in addition to normal requirements, before Manie Swanepoel will consider access.

9. Records Available without a Request to Access in terms of the Act.


N/A

10. Description of the Records of the Body which are Available in Accordance with any other Legislation [Section 51(1)(d)].

Where applicable to its operations, SHEQPortal also retains records and documents in terms of the below mentioned legislation unless disclosure is prohibited in terms of legislation, regulations, contractual agreements or otherwise, records that are required to be made available in terms of the requirements and conditions of the Act. The below mentioned legislation and applicable internal policies and procedures should such interested parties be entitled to such information. A request to access must be done in accordance with the prescriptions of the Act.

- Basic Conditions of Employment Act, No. 75 of 1997
- Occupational Health and Safety Act, No. 85 of 1993 and Regulations
- Auditing Professional Act, No 26 of 2005
- Broad Based Black Economic Empowerment Act, No. 53 of 2003
- Business Act, No. 71 of 1991
- Companies Act, No. 71 of 2008
- Compensation for Occupational Injuries and Diseases Act (COIDA), No. 130 of 1993
- Competition Act, No. 71 of 2008
- Constitution of the Republic of South- Africa 2008
- Copyright Act, No. 98 of 1978
- Customs and Excise Act, No. 91 of 1964
- Electronics Communications Act, No. 36 of 2005
- Electronics and Communications and Transactions Act, No. 25 of 2002
- Employment Equity Act, No. 55 of 1998
- Financial Intelligence Centre Act, No. 38 of 2001
- Identification Act, No. 68 of 1997
- Income TAX Act, No. 58 of 1962
- Intellectual Property Laws Amendment Act, No. 38 of 1997
- Labour Relations Act, No. 66 of 1995
- Long Term Insurance Act, No. 52 of 1998
- Pension Funds Act, No. 24 of 1956
- Prescription Act, No. 68 of 1969
- Prevention of Organized Crime Act, No. 121 of 1998
- Promotion of Access to Information Act, No. 2 of 2000
- Protection of Personal Information Act, No. 4 of 2013
- Regulation of Interception of Communications and Provisions of Communication- Related Information Act, No 70 of 2002
- Revenue Laws Second Amendment Act, No. 61 of 2008
- Skills Development Levies Act, No. 9 of 1999
- Short- Term Insurance Act, No. 53 of 1998
- Trust Property Control Act, No. 57 of 1998
- Unemployment Insurance Contributions Act, No. 4 of 2002
- Unemployment Insurance Act, No. 30 of 1966
- Value Added Tax Act, No. 89 of 1991

Although we have used our best endeavors to provide a list of all applicable legislation, it is possible that the list

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provided might be incomplete. We shall update the existing list as set out in PAIA. The requested is required to indicate to our Information Officer the relevant legislation his / her request is based on affording the Information Officer the opportunity of considering the request in light thereof.

It is also further recorded that the accessibility of documents and records may be subjected to the grounds of refusal set out in this PAIA manual.

11. Detail to Facilitate a Request for Access to a Record of SHEQPortal [Section 51(1)(e)].

The requester is reminded that he / she must comply with all the procedural requirements contained in the Act relating to the request for access to a record.

The requested must complete the prescribed form as indicated on this document under appendices and to submit same as well as the request fee to the Information Officer or the Deputy Information Officer at the physical and postal address provided or electronic mail address as noted in above mentioned clause 5.

The prescribed form must be filled in containing sufficient information enabling the Information Officer to identify as follows:

- the record or records requested, and
- the identity of the requester

The requester should indicate which form of access is required and to specify a postal address, fax number of the requester in the republic of South- Africa.

The requested must state that he / she requires the information in order to exercise or protect a right and clearly state what the nature of the right is s to be exercised or protected. The requester must clearly specify why the record is necessary to exercise or protect such a right [Section 53(2)(d)].

SHEQPortal will process the request within 30 (thirty) days, unless the requester has stated special reasons to the satisfaction of the Information Officer that circumstances dictate that the above-mentioned time periods not to be complied with.

The requester shall be advised whether access is granted or denied in writing. If in addition, the requester requires the reasons for the decision in any other manner, the requester will be obliged to state which manner and the particular required.


If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer (Section 53(2)(f)).

If an individual is unable to complete the prescribed form because of illiteracy, such a person may communicate the request orally.

The requester must pay the prescribed fee before any further processing can take place.

All information as listed in clause 11 herein should be provided and failing which the process will be delayed until the required information is provided. The prescribed time periods will not commence until the requester has furnished all the necessary and required information. SHEQPortal shall serve a record if possible and grant only access to that portion requested and which is not prohibited from being disclosed.

12. Refusal of Access to Records

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Grounds to refuse access:

SHEQPortal is entitled to refuse a request for information and the decision to refuse access to information will relate to the:

mandatory protection of the privacy of a third- party who is a natural person or a deceased person (Section 63) or a juristic person, as included in the Protection of Personal Information Act 4 of 2013, which would involve the unreasonable disclosure of personal information of a natural or juristic person.

mandatory protection of personal information and for disclosure of any personal information to, in addition to any other legislative, regulatory, or contractual agreements, comply with the provisions of the Protection of Personal Information Act 4 of 2013.

mandatory protection of the commercial information of a third party (Section 64) if the record contains:

- trade secrets of the third- party
- financial, commercial, scientific, or technical information which disclosure could likely cause harm to the financial or commercial interests of that third- party.
- Information disclosed in confidence by a third- party to SHEQPortal
- if the disclosure could place that third- party at a disadvantage in negotiations of commercial competition.

mandatory protection of confidential information of third- parties (Section 65) if it is protected in terms of any agreement.

mandatory protection of the safety of individuals and the protection of property (Section 66).

mandatory protection of records which would be regarded as privileged in legal proceedings (Section 67).

The commercial activities (Section 68) of a private body such as Manie Swanepoel which may include but not limited to:

- trade secrets of SHEQPortal
- financial, commercial, scientific, or technical information which disclosure could likely cause harm to the financial or commercial interests of SHEQPortal
- information which if disclosed that could place SHEQPortal at a disadvantage in negotiations or commercial competition.
- a computer software system, web sites, web applications which is owned by SHEQPortal that is protected by copyright.


Requests for information that are clearly unfounded, or which involve unreasonable diversion and / or allocation of resources shall be refused.

All requests for information will be assessed on its own merits and in accordance with the applicable legal principles and legislation.

If a requested record could not be located or if the said record does not exist, the Information Officer shall then by way of an affidavit or affirmation notify the requester that it is not possible to grant access to the requested record. Such a notice will be regarded as a decision to refuse a request for access to the record concerned for the purpose of the Act.

If the record should be found at a later stage, the requester shall be given access to the record in the manner stipulated by the requester in the prescribed form, unless the Information Officer refuses access to such a record.

13. Remedies Available when SHEQPortal Refuses a Request.

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Internal remedies

Manie Swanepoel as Sheqportal Information Officer decision will be final, and we do not have any appeal procedure in place. Requesters will have to exercise external remedies at their disposal if their request for information is refused and / or the requester is not satisfied with the answer provided by the Information Officer.

External remedies

Any requester that is dissatisfied with the Information Officer`s refusal to disclose information, may within 30 (thirty) days of notification of the decision apply to a court for relief.

Any third- party dissatisfied with the Information Officer`s decision to grant a request for information may within 30 (thirty) days of notification of the decision apply to a court for relief.

For purposes in the Act, the court that have jurisdiction over these applications are the constitutional court, the high court, or any other court with similar status as a magistrate`s court designated by the minister of justice and constitutional development, and which is presided over by a designated magistrate.

14. Access to Records held by SHEQPortal

Records held by SHEQPortal may be accessed by request only once the prerequisite requirements for access have been met.

A requester is any person that is making a request for access to a record of SHEQPortal.

There are two types of requesters:

Personal requester

A personal requester is a requester who is seeking access to a record containing personal information about the requester.

SHEQPortal will voluntarily provide the requested information or give access to any record with regard to the requester`s personal information. The prescribed fee for reproduction of the information requested will be charged.

Other requester


This requester who is a requester other than a personal requester is entitled to request access to personal information with regards to third- parties.

In considering such a request, SHEQPortal will adhere to the provisions of the Act.

Section 71 of the Act requires that the Information Officer take all reasonable steps to inform a third- party to whom the requested record relates of the request informing him / her that he / she may make a written or oral representation to the Information Officer why the request should be refused or where required, provide written consent for the disclosure of the information.

SHEQPortal is not obliged to voluntarily grant access to such records. The requester must fulfill all the prerequisite requirements in accordance with the requirements of the Act and as stipulated in chapter 5, part 3 including payment of a request and access fee.

15. Prescribed Fees [Section 51(1)(f)]

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The act provides for two types of fees as follows:

Request fees

A fee which is a form of administration fee to be paid by all requesters except personal requesters before the request is considered and is not refundable.

Access fees

A fee which is paid by all requesters in the event that a request for access is granted. This fee is inclusive of costs involved by the private body in obtaining and preparing a record for delivery to the requester.

When the request is received by the Information Officer, such officer shall by notice require the requester other than a personal requester to pay the prescribed fee before further processing of the request [Section 54(1)].

If the search for the record has been made and the preparation of the record for disclosure including arrangements to make available in the requested form requires more than the hours prescribed in the regulations for this purpose, the Information Officer shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

The Information Officer shall withhold a record until the requester has paid the fees as indicated below.

A requester whose request for access to a record has been granted, must pay an access fee that is calculated to include where applicable the requested fee, the process fee for reproduction and for search and preparation and for any time reasonably


required in excess of the prescribed hours to search for and prepare the record for disclosure including making the necessary arrangements to make it available in the requested form.

If a deposit has been paid in respect of a request for access which is refused, then the Information Officer concerned must repay the deposit to the requester.

16. Reproduction Fee

Where SHEQPortal has voluntarily provided the minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such record will be a fee for reproduction of the record in question.

Reproduction of Information Fees:	Fees to be Charged
Information in an A4 size page photocopy or part hereof	R 1.10
A printed copy of an A4 size page or part thereof	R 0.75
A copy in computer- readable format, for example a compact disk	R 70.00
A transcription of visual images in an A4 size page or part thereof	R 40.00
A copy of visual images	R 60.00
A transcription of an audio record for an A4 size page or part thereof	R 20.00
A copy of an audio record	R 30.00

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Request fees

Where a requester submits a request for access to information held by an institution on a person other than the requester him / herself, a request fee in the amount of R 50.00 is payable up- front before the institution will further process the request received.

Access fees

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment for an access fee is specially excluded in terms of the Act or an exclusion is determined by the minister in terms of Section 54(8).

The applicable fees which will be payable are as follows:

Access to Information Fees:	Fees to be Charged
Information in an A4 size page photocopy or part hereof	R 1.10
A printed copy of an A4 size page or part thereof	R 0.75
A copy in computer- readable format, for example a USB flash drive compact disk	R 7.50 R 70.00
A transcription of visual images in an A4 size page or part thereof	R 40.00
A copy of visual images	R 60.00
A transcription of an audio record for an A4 size page or part thereof	R 20.00
A copy of an audio record (per hour or part of an hour reasonably required for such search)	R 30.00
Where a copy of a record needs to be posted, the actual postal fee is payable	

Deposits

Where SHEQPortal receives a request for access to information held on a person other than the requester him / herself and the Information Officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.


The deposit amount is equal to 1/3 (one third) of the amount of the applicable access fee.

Collection fees

The initial request fee of R 50.00 should be deposited into the bank account below and a copy of the deposit slip, application form and other correspondence or documents forwarded to the Information Officer via fax.

The officer will collect the initial request fee of applications received directly by the Information Officer via e- mail.

All fees are subjected to change as allowed for in the Act and as a consequence such escalations may not always be immediately available at the time of the request being made. Requesters shall be informed of any changes in the fees prior to making a payment.

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SHEQPortal will within 30 (thirty) days of receipt of the request decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

The 30 (thirty) day period within which SHEQPortal has to decide whether to grant or refuse the request may be extended for a further period of not more than 30 (thirty) days if the request is for a large number of information or the request requires a search for information held at another premises of SHEQPortal and the information cannot reasonably be obtained within the original 30 (thirty) day period.

Manie Swanepoel as the Information Officer of SHEQPortal will advise the requester in writing should an extension of time be required.


18. Protection of Personal Information and / or Personal Data that is Processed by SHEQPortal

Chapter 3 of POPIA provides for the minimum conditions for lawful processing of personal information and / or data by a responsible party. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA.

SHEQPortal needs personal information and / or personal data relating to both individual and juristic persons in order to carry out its business and organizational functions. The manner in which this information is processed and the purpose for which it is processed is determined by SHEQPortal.

SHEQPortal is accordingly a responsible party for the purposes of POPIA and will ensure that the personal information and / or personal data of a data subject is:

- processed lawfully, fairly, and transparently. This includes the provision of appropriate information to data subjects when their data is collected by SHEQPortal in the form of privacy or data collection notices. SHEQPortal must also have a legal basis to process personal information and / or personal data.
- processed only for the purposes for which it was collected.
- will not be processed for a secondary purpose unless that processing is compatible with the original purpose.
- is adequate, relevant, and not excessive for the purposes for which it was collected.
- is accurate and kept up to date.
- will not be kept for longer than necessary.
- is processed in accordance with integrity and confidentiality principles, this includes physical and organizational measures to ensure that personal information and / or personal data in both physical and electronic form are subject to an appropriate level of security when stored, used, and communicated by SHEQPortal, in order to protect against access and acquisition by unauthorized persons and accidental loss, destruction, or damage.
- is processed in accordance with the rights of data subjects where applicable. Data subjects have the right to:
 - ✓ be notified that their personal information and / or personal data is being collected by SHEQPortal. The data subject also has the right to be notified in the event of a data breach.
 - ✓ know whether SHEQPortal holds personal information and / or personal data about them and to access that information. Any request for information must be handled in accordance with the provisions of this manual.
 - ✓ request the correction or deletion of inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or unlawfully obtained personal information and / or personal data.
 - ✓ object to SHEQPortal use of their personal information and / or personal data and request the deletion of such personal information and / or personal data (deletion will be done will be as per SHEQPortal record keeping requirements).
 - ✓ object to the processing of personal information and / or personal data for purposes of direct marketing by means of unsolicited electronic communications, and
 - ✓ lodge a complaint at the Information Regulator regarding an alleged infringement of any of the rights

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protected under POPI and to institute civil proceedings regarding the alleged non-compliance with the protection of his / her or its personal information and / or personal data.

Purpose of the processing of personal information and / or personal data by SHEQPortal

As outlined above, personal information and / or personal data may only be processed for a specific reason. The purpose for which SHEQPortal processes or will process personal information and / or personal data is set out in Part 1 of Appendix 2

Categories of data subjects and personal information and / or personal data / special personal information and / or personal data relating thereto

As per section 1 of POPI, a data subject may either be a natural or juristic person. Part 2 of Appendix 2 sets out the various categories of data subjects that SHEQPortal processes personal information and / or personal data on and types of personal information and / or personal data relating thereto.

Recipients of personal information and / or personal data

Part 3 of Appendix 2 outlines the recipients whom SHEQPortal may provide a data subjects personal information and / or personal data to.

Cross- border flows of personal information and / or personal data

Section 72 of POPIA provides that personal information and / or personal data may only be transferred out of the Republic of South- Africa if the:

- recipient country can offer such personal information and / or personal data an adequate level of protection. This means that its data privacy laws must be substantially similar to the conditions for lawful processing as contained in POPI, or
- data subjects consents to the transfer of their personal information and / or personal data, or transfer is necessary for the performance of a contractual obligation between the data subject and the responsible party, or
- transfer is necessary for the performance of a contractual obligation between the responsible party and the third- party in the interest of the data subject, or
- the transfer is for the benefit of the data subject, and it is not reasonably practicable to obtain the consent of the data subject, and if it were, the data subject would in all likelihood provide such consent.

Part 4 of Appendix 2 sets out the planned cross- border transfers of personal information and / or personal data and the condition from above that applies thereto.


Description of information security measures to be implemented by SHEQPortal

Part 5 of Appendix 2 sets out the types of security measures to be implemented by SHEQPortal in order to ensure that personal information and / or personal data is respected and protected. A preliminary assessment of the suitability of the information security measures implemented or to be implemented by SHEQPortal may be conducted in order to ensure that the personal information and / or personal data is processed by SHEQPortal is safeguarded and processed in accordance with the conditions of lawful processing.

Objection to the processing of personal information and / or personal data by a data subject

Section 11(3) of POPI and Regulation 2 of the POPIA regulations provides that a data subject may at any time object to the processing of his / her / its personal information and / or personal data in the prescribed form attached to this manual as Appendix 3 subject to expectations contained in POPIA.

Request for correction or deletion of personal information and / or personal data

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Section 24 of POIP and Regulation 3 of the POPIA regulations provides that a data subject may request that their personal information and / or personal data to be corrected / deleted in the prescribed form attached as Appendix 4 to this manual.

19. Availability and updating of this PAIA manual

This PAIA manual is made available in terms of Regulation Number R. 187 of 15 February 2002.

SHEQPortal will update this PAIA manual at such intervals as may be deemed necessary.

This PAIA manual of SHEQPortal is available to view on our website <https://www.sheqportal.co.za>



Signature: Manie Swanepoel

2021-07-21

Date: