



PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) MANUAL

Issued in terms of Section 51 of the Promotion of Access to Information Act, 2 of 2000

Company Name: SNDSA (Pty) Ltd

Industry: Rubber Moulding / Manufacturing

Effective Date: 1 March 2026

Last Review Date: 1 March 2026

1. INTRODUCTION

The Promotion of Access to Information Act, 2 of 2000 (PAIA) gives effect to the constitutional right of access to information held by public and private bodies. This PAIA Manual is compiled in accordance with Section 51 of PAIA and provides guidance on how members of the public may request access to records held by S&DSA (Pty) Ltd.

This Manual is further aligned with the Protection of Personal Information Act, 4 of 2013 (POPIA), which regulates the processing of personal information. All requests for access to information containing personal information will be evaluated with due regard to POPIA.

2. COMPANY DETAILS

Registered Name: SNDSA (Pty) Ltd

Business Type: Private Company

Nature of Business: Rubber moulding and industrial manufacturing

Telephone: 011 908 4616

Email: bradley@snds.co.za

SNDSA (Pty) Ltd operates as a private manufacturing business and does not provide information services to the public as part of its core activities.



3. INFORMATION OFFICER

In terms of PAIA and POPIA, the Managing Director is designated as the Information Officer.

Name: Bradley Mower

Position: Managing Director

Email: bradley@snds.co.za

Contact Number: 011 908 4616

The Information Officer is responsible for receiving and processing PAIA requests, ensuring compliance with applicable legislation, and safeguarding personal information.

4. GUIDE ON HOW TO USE PAIA

The Information Regulator has published a guide to assist persons wishing to exercise their rights under PAIA. The guide explains how to submit requests, applicable fees, and available remedies.

The guide is available from the Information Regulator at www.justice.gov.za/inforeg or by contacting the Regulator directly.

5. CATEGORIES OF RECORDS HELD

The Company holds records in the ordinary course of business, including but not limited to:

- Corporate and statutory records
- Human resources and payroll records
- Customer and client records
- Supplier and contractor records
- Manufacturing, quality, and operational records
- Financial, accounting, and tax records



Access to these records is subject to PAIA and POPIA and may be refused on lawful grounds.

6. RECORDS AVAILABLE WITHOUT A FORMAL PAIA REQUEST

The following records may be made available without submitting a formal PAIA request, subject to approval:

- Basic company information
- Contact details
- General product or service information

All other records require a formal request.

7. REQUEST PROCEDURE

Any person requesting access to a record must complete the prescribed PAIA Request Form (Form 2) and submit it to the Information Officer. Requests must provide sufficient detail to identify the record requested and the preferred form of access.

Requests may be submitted electronically or in writing.

8. FEES

The Information Officer may charge fees in accordance with the PAIA Regulations. Requesters will be notified of any applicable fees before the request is processed.



9. GROUNDS FOR REFUSAL OF ACCESS

Access to records may be refused on grounds including but not limited to the protection of personal information, confidential commercial information, and information subject to legal privilege.

All refusals will be communicated in writing with reasons.

10. PROTECTION OF PERSONAL INFORMATION (POPIA)

SNDSA (Pty) Ltd processes personal information lawfully and securely in accordance with POPIA. Appropriate technical and organisational measures are implemented to prevent unauthorised access, loss, or misuse of personal information.

11. REMEDIES AVAILABLE

If a requester is dissatisfied with the outcome of a PAIA request, they may lodge a complaint with the Information Regulator or apply to a court of competent jurisdiction.

ANNEXURE A – PAIA FORM 2

Request for Access to Records (Form 2)

This form must be completed in full and submitted to the Information Officer. Access to records containing personal information will be assessed in accordance with POPIA.
