



PAIA MANUAL

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) JLW Supplies (Pty) Ltd Registration Number: 2022/888090/07 Physical Address: 14 Park Villa Road, Observatory, Cape Town, 7925

1. Introduction

This PAIA Manual is published in accordance with Section 51 of the Promotion of Access to Information Act, 2000 ("PAIA"). The purpose of this Manual is to assist individuals in understanding the procedure for requesting access to records held by JLW Supplies (Pty) Ltd, subject to the limitations imposed by PAIA and the Protection of Personal Information Act, 2013 ("POPIA").

JLW Supplies (Pty) Ltd is a supplier of laboratory equipment, consumables, and scientific instrumentation within South Africa.

2. Contact Details of the Information Officer

In terms of POPIA, the head of a private body is automatically the Information Officer unless delegated.

Information Officer: Jan Leendert Weideman (MD & Sole Director)

Company: JLW Supplies (Pty) Ltd

Physical Address: 14 Park Villa Road, Observatory, Cape Town, 7925

Postal Address: Same as above

Email: info@jlwsupplies.co.za

Telephone: 021 300 2156

Company Registration: 2022/888090/07 **VAT:** 4920310267

Address: 14 Park Villa Road, Observatory, Cape Town,
South Africa, 7925

Tel: 021 300 2156



3. Guide on How to Use PAIA (Section 10 Guide)

The South African Human Rights Commission (SAHRC) has compiled a guide to assist individuals in understanding how to exercise their rights under PAIA.

The Guide is available from: South African Human Rights Commission PAIA Unit Braampark Forum 3, 33 Hoofd Street, Braamfontein Website: www.sahrc.org.za Email: paia@sahrc.org.za Telephone: +27 11 877 3600

4. Records Available Without a Formal Request

The following records may be available without requiring a PAIA request:

- Public marketing material
- Company profile and product catalogues
- Information contained on the company website
- Standard terms and conditions
- Publicly accessible compliance documents (where applicable)

5. Records Held by JLW Supplies (Pty) Ltd

JLW Supplies (Pty) Ltd holds records in the following categories. Access may be granted subject to PAIA and POPIA requirements:

5.1 Personnel Records

- Employment contracts
- Payroll and remuneration records
- Performance records
- Disciplinary records
- Training and development records

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- Leave records

5.2 Customer Records

- Customer contact details
- Purchase orders
- Delivery notes
- Invoices and statements
- Correspondence
- Warranty and service records

5.3 Supplier & Service Provider Records

- Supplier agreements
- Quotations and purchase orders
- Delivery documentation
- Compliance documents (tax, BEE, etc.)
- Correspondence

5.4 Financial Records

- Annual financial statements
- Tax records
- Banking records
- Asset registers
- Accounting records

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5.5 Company Records

- Memorandum of Incorporation
- Shareholder information
- Statutory records
- Resolutions
- Policies and procedures

5.6 Operational Records

- Inventory records
- Logistics and distribution records
- Product specifications
- Quality assurance documentation

5.7 POPIA-Related Records

- Personal information processing activities
- Data subject consent records
- Security safeguards
- PAIA/POPIA compliance documentation

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6. Records Available in Terms of Other Legislation

JLW Supplies (Pty) Ltd may hold records required under the following legislation, including but not limited to:

- Companies Act 71 of 2008
- Income Tax Act 58 of 1962
- Value Added Tax Act 89 of 1991
- Basic Conditions of Employment Act 75 of 1997
- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Occupational Health and Safety Act 85 of 1993
- Protection of Personal Information Act 4 of 2013
- Electronic Communications and Transactions Act 25 of 2002

7. Request Procedure for Access to Records

7.1 Submission of Requests

Requests must be submitted using Form 2 (Request for Access to Record of Private Body) as prescribed in PAIA Regulations.

Requests may be submitted to the Information Officer via:

- Email: info@jlwsupplies.co.za
- Physical Delivery: 14 Park Villa Road, Observatory, Cape Town, 7925
- Post: Same address

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7.2 Requirements for a Valid Request

A valid request must:

- Be submitted in the prescribed form
- Provide sufficient detail to identify the record
- Indicate the form of access required
- Specify the requester's contact details
- Provide proof of identity
- Provide proof of authority if acting on behalf of another person

7.3 Fees

PAIA allows private bodies to charge:

- A request fee (non-refundable)
- An access fee (if the request is granted)

A requester will be notified of applicable fees before the request is processed.

8. Grounds for Refusal of Access

JLW Supplies (Pty) Ltd may refuse access to records in accordance with PAIA, including but not limited to:

- Protection of personal information of third parties
- Protection of confidential commercial information
- Protection of safety and security of individuals or property

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- Privileged legal records
- Records that would prejudice investigations or legal proceedings
- Unreasonable, frivolous, or vexatious requests

9. Availability of the Manual

This PAIA Manual is available:

- At the company's registered physical address
- On request via email
- Electronically in PDF or Word format upon request

10. Updates to the Manual

JLW Supplies (Pty) Ltd will update this Manual as required by changes in legislation, business operations, or compliance obligations.

11. Approval

Signed: Jan Leendert Weideman

Information Officer JLW Supplies (Pty) Ltd

Date: 3 January 2026

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