

**This manual has been prepared in accordance with Section 51 of the
Promotion of Access to Information Act, No. 2 of 2000.
("the ACT")**



**T3 PROJECTS (PTY) LTD
2019/377807/07
("the Entity")
2025**

1. CONTACT DETAILS

2.

- 2.1 Richard van den Barg, the Managing Director of the Entity, has delegated the power of Head of Organisation for the purposes of the Act to Dorita Smit and for the purpose of this manual she will be called the Information Officer.
- 2.2 Physical address: 130th, 13th Avenue, Anderbolt, Boksburg North, Gauteng, 1459
- 2.3 Postal address: PO Box 26807, East Rand, Gauteng, 1462
- 2.4 Telephone no: 010 060 3600
- 2.5 Facsimile no: None
- 2.6 E-mail address: info@t3projects.com
- 2.7 Website: <https://www.t3projects.com>

3 The Guide as described in Section 10 of the Act

The South African Human Rights Commission is required by the Act to compile a guide to assist the public to understand the provisions of the Act, its objects and how to make use of the provisions in the Act.

4 The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of Section 52(2)

Not applicable.

5 Records which are available from the Entity in terms of any other legislation

The Entity holds the following records in accordance with the following legislation:

- Basic Conditions of Employment Act 75/1997
- Broad Based Black Empowerment Act, 53/2003
- Companies Act, 71/2008
- Compensation for Occupational Injuries and Transactions Act, 130/1993
- Competition Act, 89/1998
- Consumer Protection act, 68/2008
- Income Tax Act, 58/1962
- Insurance Act, 18/ 2017
- Labour Relations Act, 66/1995
- National Credit Act, 34/2005
- Occupational Health and Safety Act, 85/1993
- Prevention and Combatting of Corrupt Activities Act, 12/2004
- Protection of Personal Information Act, 4/2013
- Promotion of Access to Information Act, 2/2000
- Skills Development Act, 97/1998
- Skills Development Levies Act, 9/1999
- Tax Administration Act, 28/2011
- Unemployment Insurance Act, 63/2001
- Unemployment Insurance Contributions Act, 2/2002
- Value Added Tax Act, 89/1991

6 Description of the records held by the Entity and the categories in which the records are classed

The Entity has the following records as a matter of standard practice.

6.1 Insurance

- 6.1.1 Policies
- 6.1.2 Insurance claim files

6.2 Taxation

- 6.2.1 Income tax files

6.3 Human Resources

- 6.3.1 Policies and procedures
- 6.3.2 Employee information
- 6.3.3 Personnel files
- 6.3.4 Agreements
- 6.3.5 Forms and applications
- 6.3.6 Standard letters and notices

6.4 Finance

- 6.4.1 Financial statements
- 6.4.2 Reports and returns
- 6.4.3 Banking details and bank account records
- 6.4.4 Debtors/creditors statements and invoices

6.5 Operations

- 6.5.1 Permits, licenses, consents, approvals, authorisations, applications and registrations
- 6.5.2 Policies and procedures
- 6.5.3 Reports and supporting documents
- 6.5.4 Contractor, client and supplier agreements and information
- 6.5.5 Security documents

6.6 Information technology

- 6.6.1 System documentation and manuals
- 6.6.2 Project, disaster recovery and implementation plans
- 6.6.3 Licensing documentation

6.7 Administration

- 6.7.1 Correspondence with internal and external customers and operators

6.8 Health & Safety

- 6.8.1 Policies & Procedures
- 6.8.2 Recorded work-related incidents

7 Request Procedure

- 7.1 The requester must make use of the prescribed form attached hereto as Appendix 1 to make the request for access to a record. The list of applicable fees will be obtainable from the Head Office of the Entity. The applicable fees are to be paid before access to a record will be permitted.
- 7.2 The prescribed form must be completed in full and addressed to the Information Officer of the Entity. The request must then be submitted to the address, fax number or e-mail address of the Entity.
- 7.3 The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 7.4 If a request is being made on behalf of a person, the requester must submit proof of the capacity in which he/she is making the request to the satisfaction of the Information Officer of the Entity.
- 7.5 If the record which the requester has requested exists and that allowing access to such record does not affect a third party, the requester's request will be processed within 30 (thirty) days.
- 7.6 Once the Information Officer of the Entity has heard all submissions, he will make a decision on the request and notify the requester in the required form.
- 7.7 If access is requested to a record that contains information pertaining to a third party, the Information Officer of the Entity must attempt to contact the third party and take all reasonable steps to inform the third party of the request, which must be done within 21 (twenty-one) days of receipt of the request.

The third party may within 21 (twenty-one) days thereafter make representations to the Information Officer of the Entity as to why access should be given or provide reasons why the access should be denied.

The third party must be informed of the decision taken by the Information Officer of the Entity to grant or decline the request.

8 Fees in respect of private bodies

8.1 The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1.10 for every photocopy of an A4-size page or part thereof.

8.2 The fees for reproduction referred to in regulation 11(1) are as follows:

8.2.1	for every photocopy of A4-size page or part thereof	R	1.10
8.2.2	for every printed copy of A4-size page or part thereof held on a computer or in electronic or machine-readable form	R	0.75
8.2.3	for every copy in a computer-readable form on:		
	a) compact disc	R	70.00
8.2.4	a) For a transcription of visual images for A4-size page or part thereof	R	40.00
	b) For a copy of visual images	R	60.00
8.2.5	a) For a transcription of an audio record for A4-size page or part thereof	R	20.00
	b) For a copy of an audio record	R	30.00

8.3 The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50.00.

8.4 The access fee payable by a requester referred to in regulation 11(3) are as follows:

8.4.1	a)	For every photocopy of A4-size page or part thereof	R	1.10
	b)	For every printed copy of A4-size page or part thereof held on computer or electronic or machine-readable form	R	0.75
	c)	For every copy in computer readable form on		
	i)	compact disc	R	70.00
	d)	i) For transcription of visual images for A-4 size page or part thereof	R	40.00
		ii) For copy of visual images	R	60.00
	e)	i) For transcription of audio record for A4-size page or part thereof	R	20.00
		ii) For copy of audio record	R	30.00

f)	To search for and prepare the record for disclosure, per hour or part of an hour	R	30.00
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8.4.2 For purpose of Section 54(2) of the Act, the following applies:

- a) six hours as the hours to be exceeded before a deposit is payable; and
- b) one-third of the access fee is payable as a deposit by the requester.

8.4.3 The actual postage is payable when a copy of a record must be posted to a requester.

9 Grounds for refusal of access to records

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

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

9.2 The main grounds for the Entity to refuse a request for information relates to the:

9.2.1. mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;

9.2.2 mandatory protection of the commercial information of a third party, if the record contains:

- 9.2.2.1 trade secrets of that third party;
- 9.2.2.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
- 9.2.2.3 information disclosed in confidence by a third party to the Entity, if the disclosure could put that third party at a disadvantage in negotiations or prejudice that third party in commercial competition.

9.2.3 mandatory protection of confidential information of third parties if it is protected in terms of any agreement;

9.2.4 mandatory protection of the safety of individuals and the protection of property;

9.2.5 mandatory protection of records which would be regarded as privileged in legal proceedings;

9.2.6 the commercial activities of the Entity, which may include:

- 9.2.6.1 trade secrets of the Entity;
- 9.2.6.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the Entity;
- 9.2.6.3 information which, if disclosed could put the Entity at a disadvantage in negotiations or commercial competition;
- 9.2.6.4 a computer program which is owned by the Entity, and which is protected by copyright.

- 9.2.7 mandatory protection of research information of the Entity or a third party, if its disclosure would disclose the identity of the Entity, the researcher or subject matter of the research and would place the research at a serious disadvantage.

Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

10 Records that cannot be found or do not exist

- 10.1 If the Entity has searched for a record and it is believed that the record does not exist or cannot be found, the requester will be notified by way of an affidavit signed by the Information Officer of the Entity. This notice is deemed to be a refusal of the request for access to the record. If after notice is given, the record in question is found, the requester must be given access thereto, unless a ground for refusal of access exists.

- 10.2 The Information Officer in terms of section 56 must, within 30 (thirty) days after the request has been received, notify the requester of the decision, whether or not to grant the request.

- 10.3 The initial period of 30 (thirty) days within which the Information Officer of the Entity must inform the requester of the decision to grant or refuse access to the information requested, may be extended by a further period not exceeding 30 (thirty) days if:

10.3.1 the requester consents to the extension in writing;

10.3.2 the request is for a large number of records or requires a search through a large number of records and compliance with the original period of 30 (thirty) days would interfere with the Entity's activities.

- 10.4 Should the initial period of 30 (thirty) days be extended, the requester must be notified of the extension within 30 (thirty) days after the request is received.

The notice must state:

10.4.1 adequate reasons for the extension;

10.4.2 the procedure involved should the requester want to lodge an application to court against the extension; and

10.4.3 the period of extension.

- 10.5 Should the Information Officer of the Entity fail to respond to the requester within the 30 (thirty) day period, such failure will constitute a refusal of the request.

Signed at BOKSBURG on the 19th day of March 2025



Richard van den Barg
Managing Director

FORM 2
REQUEST FOR ACCESS TO RECORD
[Regulation 7]

NOTE:

1. *Proof of identity must be attached by the requester.*
2. *If requests made on behalf of another person, proof of such authorisation, must be attached to this form.*

TO: The Information Officer

(Address)

E-mail address: _____

Fax number: _____

Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made (when made on behalf of another person)			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile: _____
	Cellular:		
Full names of person on whose behalf request is made (if applicable):			
Identity Number			

Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED <i>Provide full particulars of the record to which access is requested, including the reference number if 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. All additional pages must be signed.)</i>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD (Mark the applicable box with an "X")			
Record is in written or printed form			
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
Record consists of recorded words or information which can be reproduced in sound			

Record is held on a computer or in an electronic, or machine-readable form	
FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <i>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.</i>	
Indicate which right is to be exercised or protected	

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

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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 a record.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20__

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

FORM 2 ANNEXURE A - PARTICULARS OF RECORDS REQUESTED

All of our requests, listed below, pertain to the following table:

No.	Reference Number	Rights Holder	Area	Type of Petroleum
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Notes: