

PAIA Manual in terms of Section 51 of the Promotion of Access to Information Act (Act 2 of 2000)

Company Name: Kasi Drive and Tours (Pty) Ltd **Registration Number:** 2020/769183/07

Date of Compilation: 05 September 2025

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

The Promotion of Access to Information Act, No. 2 of 2000 ("PAIA"), was enacted to give effect to the constitutional right of access to any information held by the State, and any information held by another person that is required for the exercise or protection of any rights. PAIA provides a framework to ensure that requesters can obtain information from private bodies in a structured manner.

This manual has been compiled in accordance with Section 51 of PAIA. The manual is intended to assist requesters in understanding the types of records held by Kasi Drive and Tours (Pty) Ltd and the procedures that must be followed to exercise the right to request access to information.

2. Company Details

Detail	Description
Name of Body:	Kasi Drive and Tours (Pty) Ltd
Registration Number:	2020/769183/07
Physical Address:	7387/4 Block V.V Ext 5 Soshanguve 0152
Postal Address:	7387/4 Block V.V Ext 5 Soshanguve 0152
Telephone Number:	082 494 8011
Email Address:	paia@kasidriveandtours.co.za

3. Information Officer

The Information Officer is responsible for ensuring compliance with PAIA and for handling all requests for information.

Detail	Description
Name:	Patience Phatlane
Position:	Director
Telephone Number:	082 494 8011

Email Address: patiencephatlane@kasidriveandtours.co.za

4. Guide on How to Use PAIA

The South African Human Rights Commission (SAHRC) has compiled a guide to assist a person who wishes to exercise any right contemplated in PAIA. This guide is available on the SAHRC website and provides a comprehensive overview of the Act and its provisions.

Contact Details of the SAHRC:

- **Postal Address:** Private Bag X2700, Houghton, 2041
- **Telephone Number:** +27 11 877 3600
- **Website:** <http://www.sahrc.org.za>

5. Records Held by Kasi Drive and Tours (Pty) Ltd

Records are categorised according to the subject or department to which they relate. The following is a list of the categories of records held by our company. Please note that this is not an exhaustive list.

5.1 Company Records

- Memorandum of Incorporation
- Financial statements and tax records
- Directors' minutes and resolutions
- Annual reports
- Company policies and procedures

5.2 Human Resources Records

- Employee information and records
- Employment equity reports
- Training and development records
- Employment contracts and agreements
- Disciplinary and grievance records

5.3 Customer and Supplier Records

- Customer information and contact details
- Travel itineraries and booking confirmations

- Supplier contracts and agreements
- Invoices and payment records
- Customer feedback and complaints

5.4 IT and Communications Records

- Hardware and software licenses
- Information security policies
- Website and social media content
- Emails and internal communications

6. How to Request Access to Information

6.1 Formal Requirements

A request for access to a record must be made on the prescribed Form C, which is available from the Department of Justice and Constitutional Development website or can be requested from the Information Officer.

The form must be completed in full and submitted to the Information Officer at the address or email provided in Section 3 of this manual. The requester must:

- Provide sufficient detail to enable the Information Officer to identify the record and the requester.
- Specify the format in which the record is required.
- State the right the requester is seeking to exercise or protect, and provide an explanation as to why the record is necessary for the exercise or protection of that right.
- If the request is made on behalf of another person, proof of the capacity in which the requester is making the request must be submitted.

6.2 Fees

PAIA allows for fees to be charged for the request and provision of records. These fees are prescribed by law and may be adjusted from time to time.

- **Request Fee:** A request fee of **R40.00** is payable before the request is processed.
- **Access Fee:** An access fee may be charged for the reproduction and time spent searching and preparing the record for disclosure.

Please note that fees are subject to change in line with regulations published in the Government Gazette.

7. Grounds for Refusal of Access to Information

The Information Officer may refuse a request for access to a record in certain circumstances as set out in PAIA. These grounds for refusal include, but are not limited to:

- Protecting the privacy of a third party.
- Protecting the commercial information of a third party.
- Protecting the financial and commercial interests of Kasi Drive and Tours (Pty) Ltd.
- Protecting research information.
- Protecting the safety of individuals or property.
- Requests that are manifestly frivolous or vexatious.

8. Remedies Available when a Request is Refused

If a request for access to a record is refused by the Information Officer, or if the requester is not satisfied with the outcome, a requester may apply to the Information Regulator for a review of the decision or lodge an appeal with a court of law.

9. Availability of this Manual

This manual is available on our website at www.kasidriveandtours.co.za and is also available for inspection at our physical address during normal business hours. A copy of this manual can also be requested from the Information Officer for a prescribed fee.

Disclaimer: This manual is a general guide and does not constitute legal advice. For any legal matters related to PAIA, it is recommended to consult with a legal professional.