

# PAIA MANUAL

(Prepared in accordance with Section 51 of the Promotion of Access to Information Act, 2000)

## 1. Introduction

This manual has been prepared in terms of Section 51 of the Promotion of Access to Information Act, No. 2 of 2000 ("PAIA").

PAIA gives effect to the constitutional right of access to information held by private bodies, where that information is required for the exercise or protection of rights.

## 2. Contact Details

- **Company Name:** Fluxcon (PTY) Ltd.
- **Registration Number:** 2002/024880/07
- **Physical Address:** The Willows Office Park, Unit B5, 567 Farm Rd, Die Wilgers, PTA, 0184
- **Postal Address:** P.O Box 459, Faerie Glen, 0043
- **Telephone:** +27 12 346 1444
- **Email:** [info@fluxconsult.com](mailto:info@fluxconsult.com)
- **Website:** <https://fluxconsult.com>
- **Information Officer:** Stephen Claassen
- **Deputy Information Officer (if applicable):** Tom Naudé

## 3. Guide on How to Use PAIA

A guide on how to use PAIA is available from the South African Human Rights Commission (SAHRC) and the Information Regulator.

- **Information Regulator**  
Website: <https://www.justice.gov.za/infoereg>  
Email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)



## 4. Records Held by Fluxcon (PTY) Ltd.

### 4.1 Records that are automatically available (Section 52(2))

Fluxcon (PTY) Ltd. does **not voluntarily make any records automatically available to the public.**

### 4.2 Categories of records held (not necessarily available to the public)

- Company incorporation and governance records.
- Financial records.
- Employee records.
- Customer and supplier records.
- Policies, procedures, and agreements.

## 5. Records Available in Terms of Other Legislation

Depending on the company's activities, certain records are kept in accordance with legislation such as:

- Companies Act 71 of 2008
- Income Tax Act 58 of 1962
- Basic Conditions of Employment Act 75 of 1997
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Electronic Communications and Transactions Act 25 of 2002
- Protection of Personal Information Act 4 of 2013 (POPIA)

## 6. Requesting Access to a Record

### 6.1 How to request access

- A request for access to a record must be made in writing on **Form 2 of Annexure A to the PAIA Regulations** (or a form that substantially corresponds to it).
- The completed request must be addressed to the Information Officer at the contact details provided above.



## 6.2 Fees

- A request fee and access fee may be charged in accordance with the Regulations.
- The requester will be notified if a fee is payable before the request is processed.

## 6.3 Grounds for refusal

Access to certain records may be refused on grounds set out in Chapter 4 of PAIA, including but not limited to:

- Protection of personal information of third parties.
- Protection of confidential commercial information.
- Protection of company records privileged from production in legal proceedings.

## 7. Availability of this Manual

This manual is available:

- On request from the Information Officer (free of charge in electronic form).
- On the website of the Information Regulator.

**Date:** 2025-09-02

