



TORUKDOVAH PROJECTS AND DEVELOPMENTS (PTY) LTD

PAIA MANUAL

Prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (as amended)

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1. LIST OF ACRONYMS AND ABBREVIATIONS

- 1.1 “Director” – Director of the Company;
- 1.2 “IO” – Information Officer;
- 1.3 “DIO” – Deputy Information Officer;
- 1.4 “Minister” – Minister of Justice and Correctional Services;
- 1.5 “PAIA” – Promotion of Access to Information Act No. 2 of 2000 (as amended);
- 1.6 “POPIA” – Protection of Personal Information Act No. 4 of 2013;
- 1.7 “Regulator” – Information Regulator; and
- 1.8 “Republic” – Republic of South Africa.

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to –

- check the categories of records held by the Company which are available without a person having to submit a formal PAIA request;
- have a sufficient understanding of how to make a request for access to a record of the Company, by providing a description of the subjects on which the Company holds records and the categories of records held on each subject;
- know the description of the records of the Company which are available in accordance with any other legislation;
- access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- know the description of the guide on how to use PAIA, as updated by the Regulator, and how to obtain access to it;
- know if the Company processes personal information, the purpose of such processing and the description of the categories of data subjects and the information relating thereto;
- know the recipients or categories of recipients to whom personal information may be supplied;
- know whether the Company has planned to transfer personal information outside the Republic of South Africa and the recipients thereof; and
- know whether the Company has appropriate security measures to ensure the confidentiality, integrity and availability of personal information processed.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF TORUKDOVAH PROJECTS AND DEVELOPMENTS (PTY) LTD

3.1 Information Officer

Name: Wessel Pretorius (Director)

Tel: 072 384 0517

Email: wessel@torukdovah.co.za

Fax number: Not applicable

3.2 Deputy Information Officer

No Deputy Information Officer has been designated by the Company in terms of section 17(1) of PAIA. Should the need arise, this Manual will be updated to reflect the details of any Deputy Information Officer appointed.

3.3 Access to information general contacts

Email: wessel@torukdovah.co.za

3.4 Registered Office

Postal Address:

10 Rothman Street

Malmesbury

Western Cape

7300

Physical Address:

10 Rothman Street

Malmesbury

Western Cape

7300

Telephone: 072 384 0517

Email: wessel@torukdovah.co.za

Website: Not currently available

4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

4.1 The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

4.2 The Guide is available in each of the official languages and in braille.

4.3 The Guide contains a description of, amongst others, the objects of PAIA and POPIA, contact details of information officers and deputy information officers, the manner and form of requests for access to records, the assistance available from the Information Officer and the Regulator, and the remedies available in law, including internal appeals, complaints to the Regulator and applications to court.

4.4 Members of the public can inspect or make copies of the Guide from the registered office of the Company during normal working hours.

4.5 The Guide can also be obtained –

- upon request to the Information Officer; or
- from the website of the Regulator (<https://www.justice.gov.za/infoereg/>).

4.6 A copy of the Guide is available in English and Afrikaans for public inspection during normal office hours at the Company's registered office.

5. CATEGORIES OF RECORDS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

The categories of records set out below are available without a person having to submit a formal request for access.

Category of Records	Type of Record	Available on Website	Available upon Request
Company Registration	CIPC Registration Certificate (COR 14.3)	No	Yes
Compliance	PAIA Manual	No	Yes
General	Company profile and contact details	No	Yes

6. DESCRIPTION OF RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Category of Records	Applicable Legislation
Memorandum of Incorporation	Companies Act 71 of 2008
Annual Financial Statements	Companies Act 71 of 2008
Annual Returns and Beneficial Ownership filings	Companies Act 71 of 2008
PAIA Manual	Promotion of Access to Information Act 2 of 2000
Tax records	Tax Administration Act 28 of 2011

7. DESCRIPTION OF SUBJECTS ON WHICH THE COMPANY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD

Subjects on which the Company holds records	Categories of records
Corporate/Governance	Memorandum of Incorporation, registration certificate, director resolutions, statutory registers
Finance	Annual financial statements, invoices, banking records, tax records
Projects and Developments	Project plans, contracts with clients and service providers, building plans, municipal approvals
Human Resources	Employment contracts, personnel records (where applicable)
Compliance	PAIA Manual, POPIA compliance documentation

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

The Company processes personal information for purposes of, amongst others, entering into and administering contracts with clients and service providers, conducting project and development activities, complying with legal and regulatory obligations (including obligations under the Companies Act and tax legislation), and managing its business operations generally.

8.2 Categories of Data Subjects and Personal Information Processed

Categories of Data Subjects	Personal Information that may be processed
Clients	Name, contact details, identity number, address, banking details
Service Providers/Contractors	Name, registration number, VAT number, address, banking details

Employees (where applicable)	Name, identity number, address, qualifications, employment records
Director(s)	Name, identity number, residential and postal address, contact details

8.3 Recipients or Categories of Recipients of Personal Information

Category of Personal Information	Recipients or Categories of Recipients
Financial information	Auditors, accountants, banks, South African Revenue Service
Company registration information	Companies and Intellectual Property Commission (CIPC)
Credit and payment history	Credit bureaus (where applicable)
Project-related information	Municipal authorities, relevant regulatory bodies

8.4 Planned Transborder Flows of Personal Information

The Company does not currently transfer or store personal information outside the Republic of South Africa. Should this position change, this Manual will be updated accordingly to specify the relevant country and categories of personal information involved.

8.5 General Description of Information Security Measures

The Company implements reasonable technical and organisational measures to safeguard the confidentiality, integrity and availability of personal information in its care, including –

- restricting access to personal information to authorised personnel only;
- password-protected electronic storage and devices;
- secure storage of physical records; and
- regular review of security practices as the Company's operations develop.

9. AVAILABILITY OF THE MANUAL

9.1 A copy of this Manual is available –

- at the registered office of the Company for public inspection during normal business hours;
- to any person upon request and upon payment of a reasonable prescribed fee; and
- to the Information Regulator upon request.

9.2 A fee for a copy of the Manual, as contemplated in Annexure B of the Regulations, shall be payable per each A4-size photocopy made.

10. UPDATING OF THE MANUAL

The head of TORUKDOVAH PROJECTS AND DEVELOPMENTS (PTY) LTD will, on a regular basis, update this Manual.

Issued by

Wessel Pretorius

Director