

Ref: paia_manual_jfbventures

PAIA Manual for JFB Ventures (Pty) Ltd

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No. 2 of 2000 (PAIA) and the Protection of Personal Information Act, No. 4 of 2013 (POPIA).

1. Introduction

JFB Ventures (Pty) Ltd is a private company operating within the Republic of South Africa. This manual has been prepared to assist persons requesting information and provides procedures to be followed to gain access to information and records as provided for in the Promotion of Access to Information Act (PAIA).

2. Contact Details [Section 51(1)(a)]

As the head of the private body, the business owner acts as the Information Officer.

- **Information Officer:** J. Francois Barnard
- **Physical Address:** 1146 Klipmossie Street, Montana Park, Pretoria, 0182
- **Postal Address:** As above
- **Telephone Number:** +27-79-498-0190
- **Email Address:** connect@jfbventures.co.za
- **Website:** <https://jfbventures.co.za>

3. The Information Regulator's Guide [Section 51(1)(b)]

The Information Regulator has compiled a guide, as contemplated in section 10 of PAIA, containing information to assist any person who wishes to exercise any right as contemplated in the Act. This guide is available in all of the official languages of South Africa.

Any enquiries regarding this guide should be directed to the Information Regulator:

- **Physical Address:** JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
- **Postal Address:** P.O Box 31533, Braamfontein, Johannesburg, 2017
- **Email:** enquiries@inforegulator.org.za
- **Website:** <https://inforegulator.org.za>

4. Records Available in Accordance with Other Legislation [Section 51(1)(d)]

JFB Ventures (Pty) Ltd keeps records in accordance with applicable South African legislation, which includes, but is not limited to:

- Companies Act No. 71 of 2008
- Basic Conditions of Employment Act No. 75 of 1997
- Employment Equity Act No. 55 of 1998
- Labour Relations Act No. 66 of 1995
- Value Added Tax Act No. 89 of 1991
- Income Tax Act No. 58 of 1962
- Protection of Personal Information Act No. 4 of 2013
- Unemployment Insurance Act No. 63 of 2001
- Consumer Protection Act No. 68 of 2008

5. Subjects and Categories of Records Held [Section 51(1)(e)]

The following categories of records are held by the organisation. Please note that recording a category does not imply that a request for access to such records will be granted. All requests will be evaluated on a case-by-case basis in accordance with PAIA.

5.1. Corporate & Governance Records

- Memorandum of Incorporation (MOI)
- Company register and directors' details
- Minutes of meetings and resolutions

5.2. Financial Records

- Annual financial statements
- Tax returns and SARS correspondence
- Banking records and statements
- Invoices and accounting ledgers

5.3. Human Resources Records

- Employee contracts and employment policies
- Payroll records
- Disciplinary records

5.4. Client & Operational Records

- Client contracts and service level agreements (SLAs)
- IT consulting and project documentation
- Correspondence with clients

6. Process to Apply for Access to Information

Directors: JF Barnard • SM Barnard • S Barnard

To facilitate the processing of your request for information, please follow these steps:

1. **Use the Prescribed Form:** Requests must be made using the prescribed Form 2 (Request for Access to Record) as published by the Information Regulator.
2. **Submit the Request:** The completed form must be submitted to the Information Officer at the physical address or email address provided in Section 2.
3. **Provide Detail:** The form must contain sufficient detail to enable the Information Officer to identify:
 - The record(s) requested.
 - The identity of the requester.
 - The form of access required.
 - The postal address or email address of the requester.
 - The right the requester is seeking to exercise or protect, alongside an explanation of why the requested record is required for the exercise or protection of that right.
4. **Prescribed Fees:** A request fee may be payable before the request is processed, as prescribed by the Information Regulator. Access to records will only be provided once the applicable fees (including reproduction, search, and preparation fees) have been paid in full.

7. Grounds for Refusal of Access

JFB Ventures (Pty) Ltd may refuse a request for access to records under several grounds set out in PAIA, including:

- Mandatory protection of the privacy of a third party who is a natural person.
- Mandatory protection of the commercial information of a third party.
- Mandatory protection of certain confidential information of a third party.
- Mandatory protection of the safety of individuals and the protection of property.
- Mandatory protection of records privileged from production in legal proceedings.
- The commercial information of JFB Ventures (Pty) Ltd itself (e.g., trade secrets, financial or technical information).

8. Availability of the Manual

A copy of this manual is available:

- At the physical address of JFB Ventures (Pty) Ltd during normal business hours.
- Upon request to the Information Officer (subject to the payment of a prescribed fee).
- To the Information Regulator upon request.

Signed:

[Electronic Sig]

J. Francois Barnard

Information Officer / Managing Director

Date: 13 May 2026