Atvantage Procurement Pty Ltd

Manual in terms of Section 51 of the Promotion of Access to Information Act, 2 of 2000

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1. Contact Particulars

1.1 Company Information

Atvantage Procurement Pty Ltd | Private Company | 2008/015690/07

Atvantage Procurement Pty Ltd
1st Floor, The Foundry
Sauvignon Street
Nooitgedacht Village
Stellenbosch
7600
Tel: 0214234302
Email: accounts@atvantage.co.za
Web: https://www.atvantage.co.za/

1.2 Company Contacts

Head of Business

Christo van der Berg
1st Floor, The Foundry
Sauvignon Street
Nooitgedacht Village
Stellenbosch
7600
Tel: 0214234302
Email: christovdb@atvantage.co.za

Information Officer

Paul Harold Louw
1st Floor, The Foundry
Sauvignon Street
Nooitgedacht Village
Stellenbosch
7600
Tel: 0214234302
Email: paul@atvantage.co.za

Other Contacts

2. Introduction

Atvantage Procurement believe we add value to projects through simplicity in our methodology and accelerate procurement delivery with technology. We believe we drive project costs down through economies of scale in extensive network of consultants and suppliers. We believe we take uncompromising ownership of the detail processes and execute with enthusiasm

3. Guide in terms of Section 10 of The Act

3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If [YR4.1] a public body lodges a request, the public body must be acting in the public interest.
3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in section 53 and 54 of the Act.
3.3 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

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and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

3.4 Information Regulator Contact Information:

> *Postal Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001*
> *Information Officer Contact Person: Ms. Pfano Nenweli | PNenweli@justice.gov.za*
> *Telephone: 010 023 5200*
> *Website: https://inforegulator.org.za*

4. Facilitating a Request for Access to Information

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from Atvantage Procurement Pty Ltd, website.

5. Information Available in terms of Other Applicable Legislation

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Customs and Excise Act 91 of 1964
- Income Tax Act 58 of 1962
- Promotion of Access to Information Act 2 of 2000
- Protection of Personal Information Act 4 of 2013
- Skills Development Levies Act 9 of 1999
- Unemployment Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

6. Information Automatically Available

The following categories of information are made publicly available by the Company without the need for a formal PAIA request, subject to business needs, confidentiality obligations, and any applicable legal restrictions. Such information may be accessed through the Company's website, at head office during business hours, by email request, or in printed form where applicable.

Category	What may be publicly available	Where available	Format
Corporate information	Business description, Office address.	Website, Email signature blocks	Website page
Contact details	General switchboard number, Website, Information officer contact details	Website, PAIA manual, Email footers	Website

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PAIA manual	The PAIA Manual itself	Website, Head Office	PDF, Hard copy

Fees

The prescribed request fee, access fees, search and preparation fees, and any deposit are payable in accordance with the Promotion of Access to Information Act and the current prescribed fees structure. The current request fee, reproduction fees, search and preparation fees, and deposit amounts are set out in the table above. The Company may require payment before processing or releasing a record.

The fee structure is available from the Information Regulator's website: https://inforegulator.org.za/paia-fees-structure-2/

7. Information Available in Terms of the Act – On Request

Statutory Business Records

- Certificate of Change of Name
  Companies Act 71 of 2008
- Certificate of Incorporation
  Companies Act 71 of 2008
- Certificate to Commence Business
  Companies Act 71 of 2008
- Members Register
  Companies Act 71 of 2008
- Memorandum of Incorporation
  Companies Act 71 of 2008

Accounting Records

- Annual financial statements and working papers
  Companies Act 71 of 2008 Tax Administration Act 28 of 2011
- Customer and supplier statements and invoices
  Companies Act 71 of 2008 Tax Administration Act 28 of 2011
- Fixed asset register
  Companies Act 71 of 2008 Tax Administration Act 28 of 2011
- General ledger
  Companies Act 71 of 2008 Tax Administration Act 28 of 2011
- Tax returns, VAT returns
  Income Tax Act 58 of 1962 Value Added Tax Act 89 of 1991

Legal, Agreements & Contracts

- Agreements with contractors, suppliers and clients
  Promotion of Access to Information Act 2 of 2000

Personnel Records

- Employee information records
  Basic Conditions of Employment Act 75 of 1997 Employment Equity Act 55 of 1998
  Labour Relations Act 66 of 1995 Protection of Personal Information Act 4 of 2013 Income Tax Act 58 of 1962
  Insurance Act, 18 of 2017 Skills Development Act 97 of 1998 National Credit Act 34 of 2005

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Pension Funds Act 24 of 1956 | Unemployment Insurance Act 63 of 2001 | Compensation for Occupational Injuries and Diseases Act 130 of 1993

- Group life

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956

- IRP 5 and IT 3 certificates

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956

- Leave applications

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956

- Letters of appointment

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956

- Payroll

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956 | Unemployment Insurance Act 63 of 2001 | Compensation for Occupational Injuries and Health Diseases Act 130 of 1993

- Staff records after employment

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956

- UIF, PAYE and SDL returns

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956 | Compensation for Occupational Injuries and Health Diseases Act 130 of 1993 | Insurance Act, 18 of 2017 | Unemployment Insurance Act 63 of 2001

- Workmen's Compensation Documents

  Unemployment Insurance Act 63 of 2001 | Compensation for Occupational Injuries and Health Diseases Act 130 of 1993

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8. Requesting Procedures

A person who wishes to obtain access to a record of the Company must submit a request in the prescribed form, using the contact details of the Information Officer set out in this manual. The request must be made in writing and must provide sufficient detail to enable the Company to identify the record requested and the right that the requester seeks to exercise or protect, where applicable.

The requester must provide:
- Full name and contact details.
- Proof of authority if the request is made by a representative.
- A clear description of the record requested.
- The form of access required.
- A postal or email address in South Africa for correspondence.
- An explanation of the right to be exercised or protected, where the request is made in terms of PAIA.

Once the request is received, the Information Officer will:
- Record and acknowledge the request.
- Check whether the request is sufficiently detailed and complies with PAIA.
- Notify the requester of any request fee, access fee, or deposit that may apply.
- Consider the request in accordance with PAIA and any applicable grounds for refusal.
- Provide a written decision within the statutory period, or notify the requester of any lawful extension.

If access is granted, the record will be provided in the form requested, where reasonably possible, after the applicable fees have been paid. If access is refused, the Company will provide written reasons for the refusal and the requester's available remedies.

If the request is unclear, incomplete, or does not contain enough information to identify the record, the Information Officer may ask the requester to clarify or supplement the request before it is processed further.

Requests should be sent to the Information Officer at the Company's postal address, physical address, email address, or fax number, as set out in the Contact Particulars section of this manual.

9. Prescribed Fees

11.1. A requestor is required to pay the prescribed fees before a request will be processed;
11.2. If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
11.4. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
11.5. Records may be withheld until the fees have been paid.
11.6. The fee structure is available on the website of the Information Regulator at:

> *https://inforegulator.org.za/paia-fees-structure-2/*

10. Protection of Personal Information Processed

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Atvantage Procurement Pty Ltd is committed to protecting the privacy of personal information of our data subjects. The information you share with us as a data subject allows us to provide you with the best experience with our products and services, or as a stakeholder.
Atvantage Procurement Pty Ltd has dedicated policies and procedures in place to protect all personal information collected and processed by us. Please read below for more information on how we collect, process, use and disclose personal information.

We process personal information for various reasons, including but not limited to the following:

- Employment purposes;
- Financial and tax purposes;
- General administration
- Marketing purposes

10.1 Data subject categories and personal information processed

Categories of Data Subjects	Personal Information that may be processed
Employees	Employment history, ID number, E-mail address, Physical address, Telephone number, Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature, or further correspondence that would reveal the contents of the original correspondence
Customers	E-mail address, Physical address, Telephone number, Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature, or further correspondence that would reveal the contents of the original correspondence
Suppliers	E-mail address, Physical address, Telephone number, Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature, or further correspondence that would reveal the contents of the original correspondence

10.2 Recipients with whom personal information is shared

- Contractors, vendors or suppliers
- Email management and distribution tools
- Group companies
- Statutory authorities;
- Tax authorities;

10.3 Security measures implemented to protect personal information

We have identified our security risks over the personal information we process in line with the Protection of Personal Information Act, and we have implemented various security measures to ensure reasonable protection against the risk of loss, misuse, unauthorised access and disclosure, alteration and destruction of the personal information.
We also take steps to ensure that operators that process personal information on behalf of company name apply adequate safeguards as outlined above.

10.4 Trans-border flows of personal information

We may transfer to, and store personal information we collect about you, in countries other than South Africa, if the relevant business transactions or situation requires trans-border processing. These countries may not have the same data protection laws as South Africa, and in this instance we will only transfer the information if we have consent from you, or it is necessary for the performance or conclusion of a contract between us.

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10.5 Personal information received from third parties

When we receive personal information from a third party on behalf of a data subject, we require confirmation that they have written consent from the data subject that they are aware of the contents of this PAIA manual and the Privacy Policy, and do not have any objection to our processing their information in accordance with this policy.
Where information on third parties is provided by a data subject, or a third party provides information on a data subject, that information may be taken into account with other personal information.

10.6 Data Breaches

Where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person, Atvantage Procurement Pty Ltd shall notify:

a) the Regulator; and
b) the data subject, unless the identity of such data subject cannot be established.

The notification will be made as soon as reasonably possible after the discovery of the compromise, taking into account the legitimate needs of law enforcement or any measures reasonably necessary to determine the scope of the compromise and to restore the integrity of the responsible party's information system.

11. Availability of the Manual

A copy of the Manual is available-

1. on https://www.atvantage.co.za/;
2. head office of Atvantage Procurement Pty Ltd for public inspection during standard business hours;
3. to any person upon request and upon the payment of a reasonable prescribed fee; and
4. to the Information Regulator upon request.

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.

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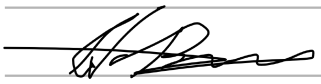
Signatures

By signing below, the undersigned acknowledges and confirms the contents of this manual on behalf of Smit Dienste Trust.

Head of the Business

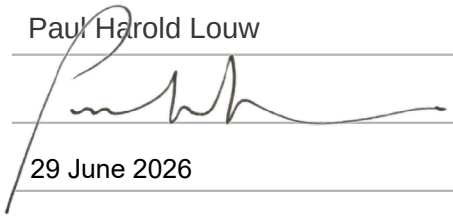
Name: Christo van der Berg

Signature: 

Date: 29 June 2026

Information Officer

Name: Paul Harold Louw

Signature: 

Date: 29 June 2026