
PAIA MANUAL

of

AICO ACCOUNTING (PTY) LTD

In terms of Section 51 of the Promotion of Access to Information Act, 2000

1. Introduction

This manual is published in terms of **Section 51 of the Promotion of Access to Information Act, 2000 (“PAIA”)**.

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

This manual provides a reference as to the records held by Aico Accounting (Pty) Ltd and the procedures to be followed when requesting access to such records.

2. Company Details (Section 51(1)(a))

- **Registered Name:** Aico Accounting (Pty) Ltd
 - **Trading Name:** Aico Accounting
 - **Registration Number:** 2014/048467/07
 - **Income Tax Number:** 991363315
 - **VAT Number (if applicable):** 4250320282
 - **Registered Office Address:**
37 Magnolia Street
Morgenster
Brackenfell
7560
 - **Postal Address:**
37 Magnolia Street
Morgenster
Brackenfell
7560
 - **Telephone Number:** 0844525555
 - **Email:** pieter@aico.co.za
 - **Website:** <https://www.aicoaccounting.co.za/>
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3. Information Officer (Section 51(1)(b))

- **Information Officer:** Pieter De Villiers
- **ID Number:** 6906245265089
- **Position:** Director
- **Postal Address:**

37 Magnolia Street

Morgenster

Brackenfell

7560
- **Telephone Number:** 0844525555
- **Email:** pieter@aico.co.za

The Information Officer is responsible for compliance with PAIA and the Protection of Personal Information Act (POPIA).

4. Guide of the South African Human Rights Commission (Section 51(1)(b)(i))

A guide on how to exercise rights under PAIA is available from the **Information Regulator** (previously SAHRC).

- **Website:** <https://www.justice.gov.za/inforeg/>
- **Email:** PAIAComplaints@inforegulator.org.za

5. Categories of Records (Section 51(1)(c))

The company holds the following categories of records (not exhaustive):

A. Companies Act Records

- Memorandum of Incorporation (MOI)
- Share register & shareholder agreements

- Minutes of meetings (directors / shareholders)
- Resolutions

B. Financial & Tax Records

- Annual Financial Statements
- Accounting records (as per Companies Act & Income Tax Act)
- Asset registers
- Bank records
- PAYE, UIF, SDL records
- VAT, Income Tax, Provisional Tax returns (SARS)
- Audit and working papers

C. Employment Records

- Contracts of employment
- Policies and procedures (HR, Disciplinary, Leave, etc.)
- Employee personal information (as per POPIA)
- Skills development & training records

D. Legal Records

- Contracts with suppliers, clients, service providers
- Licenses, permits, compliance certificates

E. Operational Records

- Client databases & agreements
- Marketing material
- Supplier records
- Health & Safety records

6. Records Automatically Available (Section 51(1)(c) & (d))

The following documents are available without a formal PAIA request (free of charge or at prescribed fees):

- Company profile / marketing brochures

- Publicly available information on the website
 - Financial statements (if published publicly)
 - CIPC filed documents (e.g., MOI, annual returns)
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7. Request Procedures (Section 51(1)(e))

- All requests for access to information must be made in **writing** on the prescribed **Form C** (available from the Information Regulator).
 - Requests must include:
 - Sufficient detail to identify the record(s) requested
 - Proof of identity of requester
 - Grounds/reasons for the request
 - Requests must be submitted to the **Information Officer (see contact details above)**.
 - A prescribed request fee (if applicable) must be paid.
 - Access will be granted in accordance with PAIA, subject to applicable grounds for refusal (e.g., protection of privacy, confidentiality, commercial sensitivity, legal privilege).
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8. Fees (Section 54)

- Request Fee: Payable before the request is considered (unless exempt).
 - Access Fees: Charged for reproduction, search, preparation, and postage.
 - Fees are determined by the regulations published under PAIA.
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9. Availability of this Manual (Section 51(3))

This manual is available for inspection:

- At the registered office of Aico Accounting (Pty) Ltd (free of charge).
 - On the company's website (if applicable).
 - By submission to the **Information Regulator of South Africa**.
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10. Grounds for Refusal (Section 62–70 of PAIA)

The company may refuse access to records if disclosure would:

- Unreasonably disclose personal information of a third party
 - Harm commercial or financial interests of the company or third party
 - Breach confidentiality agreements
 - Endanger the safety of individuals or property
 - Breach legal privilege
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11. Updating of Manual

This manual will be reviewed and updated when necessary, and at least every 12 months, to comply with changes in law and company operations.

Signed on behalf of Aico Accounting (Pty) Ltd



Name: Pieter De Villiers

Position: Information Officer

Date: 12 November 2025