
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:** 0218012290
 - **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
- **Position:** Director
- **Postal Address:**

37 Magnolia Street

Morgenster

Brackenfell

7560
- **Telephone Number:** 0218012290
- **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/infoereg/>
 - **Email:** PAIAComplaints@infoeregulator.org.za
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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
- Licences, 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.
