

Promotion of Access to Information

Information Regulator — PAIA (<https://inforegulator.org.za/paia/>)

Africa Analysis Team (Pty) Ltd

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1- Introduction

Main Business

Africa Analysis Team (Pty) Ltd provides business services to organisations. These solutions include, but are not limited to the supply of market research, consulting, support and training.

2 – Section 51 Manual for Private Bodies

THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 / 2000

3 – Section 51(1)(a)(i)

Name of Business	Africa Analysis Team (Pty) Ltd
Contact Person	The Compliance Officer
Physical Address	9 Rocklands Close, Murdock Valley Southj, Simon's Town, Western Province, South Africa
Postal Address	9 Rocklands Close, Murdock Valley Southj, Simon's Town, Western Province, South Africa
Telephone	<u>+27 (0) 87 265 7675</u>
Fax	None
Website	<u>www.africaanalysis.co.za</u> (https://www.africaanalysis.co.za/)
E-mail	<u>andre@africaanalysis.co.za</u>

4 – Section 51(1)(b)(i)

PAIA guide and assistance

The Information Regulator is the current PAIA oversight authority and publishes the section 10 guide explaining how to use the Act, request access to records and seek remedies. The guide covers public and private bodies; Africa Analysis Team (Pty) Ltd is a private body.

Official PAIA guide in English (PDF) (https://inforegulator.org.za/wp-content/uploads/2020/07/PAIA-Guide-English_20210905.pdf) · PAIA guides and language options (<https://inforegulator.org.za/paia-guidelines/>). For assistance from the Regulator, see its PAIA information and guidance (<https://inforegulator.org.za/paia/>) or email enquiries@inforegulator.org.za. For assistance with a request to the company, use the company contact above.

5 – Section 51(1)(c)

At this stage no Notice(s) has / have been published.

6 – Section 51(1)(d)

Information is available in terms of the following legislation, if and where applicable, please note that this is not an exhaustive list:

- Companies Act No.61 of 1973
- Value Added Tax Act No. 89 of 1991
- Basic Conditions of Employment No. 75 of 1997
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Credit Agreements Act No. 75 of 1980
- Debtor Collectors Act No. 114 of 1998
- Employment Equity Act No. 55 of 1998
- Financial Services Board Act No. 97 of 1990
- Income Tax Act No. 95 of 1967
- Labour Relations Act No. 66 of 1995
- Occupational Health Safety Act No. 85 of 1993
- Pension Funds Act No. 24 of 1956
- Regional Services Councils Act No. 109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Information readily available
- Notice of Registration: PAYE/SDL/UIF
- Notice of Registration: Value Added Tax
- Certificate of Incorporation
- Certificate to Commence Business
- Certificate of Change of Name

- Memorandum and Articles of Association
- ii. Records that may be requested:
- Statutory information and company certificates
- Company structure
- Licences

Categories of records

Companies Act Records

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers
- Share Register and other statutory registers

Financial Records

The availability of these records are to be determined upon receipt of request in terms of the Request in terms of PAIA:

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Bank Statements
- Paid Cheques
- Electronic banking records
- Asset Register
- Rental Agreements
- Invoices

Income Tax Records

The availability of these records are to be determined upon receipt of request in terms of the Request in terms of PAIA:

- PAYE Records

- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances: VAT; Regional Services Levies; Skills Development Levies; UIF; Workmen's Compensation

Personnel

The availability of these records are to be determined upon receipt of request in terms of the Request in terms of PAIA:

- Employment contracts
- Employment Equity Plan
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals

7 – Section 51(1)(e)

INFORMATION AND SERVICES AVAILABLE TO THE GENERAL PUBLIC ON OUR WEB SITE.

8 – Request procedure, fees and remedies

Requesting access to records

1. Complete the official Form 2 — Request for Access to Record (PDF) (<https://infoeregulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form02-Reg7.pdf>). Indicate the requested form of access and your contact details, including how you wish to receive the decision.
2. Identify the records sought sufficiently clearly to enable the company to identify them and the requester.
3. Identify the right to be exercised or protected, and explain why the records are required for that purpose.
4. Attach the proof of identity required by Form 2. If acting for another person, also provide proof of the authority or capacity in which you act, as required by the form and section 53.

5. Submit the completed form and supporting particulars to The Compliance Officer at andre@africaanalysis.co.za, or by post or delivery to the company address in section 3. If you need assistance because of illiteracy or a disability, contact the company for assistance with the prescribed form.
6. Receive notification of applicable fees and the decision through the prescribed process. The body uses Form 3 — Outcome of Request and Fees Payable (PDF) (<https://inforegulator.org.za/wp-content/uploads/2020/07/Form-3-PAIA.pdf>) to communicate the outcome and applicable fees.

Access is subject to PAIA's requirements, including section 50 for private bodies, and lawful grounds for refusal. Submitting a request does not guarantee disclosure.

Fees for private-body requests

The published private-body **request fee is R140**, subject to any applicable statutory exception or exemption. Under section 54(1), the body must notify the requester of the prescribed request fee, if any, before further processing. The former PAIA “personal requester” category and its blanket request-fee exclusion were removed in 2021; requesting your own personal information does not by itself revive that exemption. Any applicable exemption or separate statutory access right must be considered on its own terms.

Request fee	The fee for processing the request, where payable following the prescribed notice.
Access and reproduction charges	Charges for copies, transcriptions or other permitted reproduction, depending on the requested format.
Search and preparation charges	Charges for time reasonably required beyond the prescribed allowance, subject to the published limits.
Deposit	A prescribed deposit may be required where the statutory search and preparation threshold is exceeded. A deposit must be refunded if access is refused, as provided in section 54(4).
Delivery and postage	Applicable delivery, postage or electronic-transfer expenses, where incurred under the official schedule.

See the official private-body fee schedule (PDF, private-body section) (<https://inforegulator.org.za/wp-content/uploads/2026/03/PAIA-Fees-structure.pdf#page=2>) for current amounts, caps and deposit conditions, or the official fees page (<https://inforegulator.org.za/paia-fees-structure-2/>). Applicable charges and payment instructions will be communicated through the prescribed process. A fee or deposit decision may be challenged through the applicable PAIA remedies.

Decision period

A decision must be made and notified as soon as reasonably possible, ordinarily within **30 calendar days** after receipt of the request or the particulars required under section 53(2), as provided in section 56. A qualifying extension under section 57 may be made once for up to a further 30 days. The requester must receive notice within the original period, stating the extension, adequate reasons and the available challenge procedure.

These periods are subject to PAIA's statutory qualifications, including the third-party notification and intervention procedures in sections 71–73. Where no decision is given within the applicable statutory decision period, the request is treated as refused under section 58 (deemed refusal).

Complaints and court remedies

A requester may complain to the Information Regulator using Form 5 — Complaint to the Information Regulator (PDF) (<https://inforegulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form05-Reg10-1.pdf>) about an adverse private-body decision or a failure to respond, subject to the applicable requirements. Section 77A(2)(d) covers refusal and decisions about fees, extensions and the form of access.

The complaint period is **180 days from the decision**; the Regulator's guide explains this as 180 days from receipt of the body's decision. For a failure to respond, the trigger is the deemed refusal when the applicable statutory decision period expires, taking account of a valid extension and applicable statutory qualifications, rather than the date the request was first submitted. Late complaints may require condonation supported by reasons; the Regulator determines whether lateness can be condoned.

Follow the Regulator's current PAIA complaint submission instructions (<https://inforegulator.org.za/paia-form-5/>) and attach the request, response (if any) and relevant correspondence. The verified complaint address is PAIAComplaints@inforegulator.org.za. PAIA's public-body internal appeal and Form 4 are not compulsory steps for a request to Africa Analysis Team, a private body.

Court remedies remain available under sections 78–82. Section 78(1) requires exhaustion of the applicable internal appeal or complaints procedure; the private-body route is the section 77A complaints procedure. Following that procedure, a requester aggrieved by the Regulator's decision may apply to a court for appropriate relief under section 82 within 180 days of that decision, subject to section 78 and the applicable court rules. A court may condone non-compliance with the application period where the interests of justice require, under section 82(e).

Promotion of Access to Information Act 2 of 2000, as amended (official hosted PDF) (<https://www.justice.gov.za/legislation/acts/2000-002.pdf>) · PAIA Regulations, 2021 (official PDF) (<https://www.justice.gov.za/legislation/notices/2021/20210827-gg45057gon757-PAIAreulations.pdf>)

9. Availability of the material

The manual is also available for inspection during office hours at the offices of Africa Analysis Team (Pty) Ltd free of charge, by appointment with the contact detailed in 3 above. This revised manual is available on our website and to the Information Regulator upon request.

This page and its revised PDF replace the previous downloadable manual revised on 2 April 2021. All substantive content on this page is available when printing.

Annexure A — Prescribed Forms and Fees

Use the current official documents below. If a direct document link changes, use the official PAIA forms landing page (<https://inforegulator.org.za/paia-forms/>) or the linked official fees and guides pages.

Official forms, private-body fees and guidance

Document	Purpose	Official source and fallback
<u>Form 2 — Request for Access to Record (PDF)</u> (https://inforegulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form02-Reg7.pdf)	The requester completes Form 2 and submits it to the body.	<u>Official PAIA forms</u> (https://inforegulator.org.za/paia-forms/)
<u>Form 3 — Outcome of Request and Fees Payable (PDF)</u> (https://inforegulator.org.za/wp-content/uploads/2020/07/Form-3-PAIA.pdf)	The body uses Form 3 to communicate the outcome and applicable fees.	<u>Official PAIA forms</u> (https://inforegulator.org.za/paia-forms/)
<u>Form 5 — Complaint to the Information Regulator (PDF)</u> (https://inforegulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form05-Reg10-1.pdf)	A requester uses Form 5 for a complaint to the Regulator.	<u>Official PAIA forms</u> (https://inforegulator.org.za/paia-forms/)
<u>Official private-body fee schedule (PDF)</u> (https://inforegulator.org.za/wp-content/uploads/2026/03/PAIA-Fees-structure.pdf#page=2)	Consult the private-body section for fees, limits and deposit conditions.	<u>Official PAIA fees</u> (https://inforegulator.org.za/paia-fees-structure-2/)

Document	Purpose	Official source and fallback
<u>Official PAIA guide (English PDF)</u> <u>(https://infoeregulator.org.za/wp-content/uploads/2020/07/PAIA-Guide-English_20210905.pdf)</u>	Guidance on requests, assistance and remedies.	<u>Official PAIA guides</u> <u>(https://infoeregulator.org.za/paia-guidelines/)</u>