



**GERMAN BUILDING TECHNOLOGY cc**  
SPECIALISTS IN SLATE ROOFING AND WATERPROOFING  
Reg.No. CK 1989/031414/23

## **GERMAN BUILDING TECHNOLOGY cc**

### **ACCESS TO INFORMATION MANUAL ( PRIVATE BODY )**

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION  
OF ACCESS TO INFORMATION ACT 2 OF 2000**

**Date of Compilation : 01. December 2021  
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## **1. Purpose of the Manual in terms of PAIA**

The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from German Building Technology cc .

- 1.1.check the categories of records held by a body which are available without a person having to submit a formal PAIA request ;
- 1.2.have a sufficient understanding to how to make a request for access to a record of the body , by providing a description of the subjects on which the body holds records held on each subject ;
- 1.3.know the description of the records of the body which are available in accordance with any other legislation ;
- 1.4.access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access ;
- 1.5.know the description of the guide on how to use PAIA , as updated by the Regulator and how to obtain access to it ;
- 1.6.know if the body will process personal information , the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto ;
- 1.7.know the description of the categories of data subjects and of the information or categories of information relating thereto ;
- 1.8.know the recipients or categories of recipients to whom the personal information may be supplied ;
- 1.9.know whether the body has appropriate security measures to ensure the confidentiality , integrity and availability of the personal information which is to be processed .

## **2. Key contact details for access to information of German Building Technology cc**

### 2.1.Chief Information Officer

Name: Stefan Muhlhaus  
Tel.: 0114402155  
Cell: 0826533503  
Email: [germanbldtech@yebo.co.za](mailto:germanbldtech@yebo.co.za)

### 2.2.Deputy Information Officer

Name: Sibylle Dwinger  
Tel.: 0114402155  
Cell: 0833203503  
Email: [sibylle@yebo.co.za](mailto:sibylle@yebo.co.za)

### 2.3.Head Office

Physical address: 111 8<sup>th</sup> Avenue Highlands North 2192  
Postal address: P.O.Box 87146 Houghton 2041  
Telefon: 0114402155  
Email: [germanbldtech@yebo.co.za](mailto:germanbldtech@yebo.co.za)  
Website: [www.germanbuildingtechnology.co.za](http://www.germanbuildingtechnology.co.za)

## **3. Detail on how to make a request for access**

A guide to the Act is available from the South African Human Rights Commission . The guide contains such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act . Any enquiries regarding this guide and its contents should be directed to the South African Human Rights Commission .

The requester must complete the request forms that available from the SAHRC web site ( [www.sahrc.org.za](http://www.sahrc.org.za) ) or the Department of Justice and Constitutional Development web site ( [www.doj.gov.za](http://www.doj.gov.za) ) ( under “ regulations “ ) .

Details of the South African Human Rights Commission :

The South African Human Rights Commission , PAIA Unit  
Research and Documentation Department  
Private Bag 2700  
Houghton 2041

Tel.: 0114848300  
Fax : 0114840582  
Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Website : [www.sahrc.org.za](http://www.sahrc.org.za)

The form must be submitted to the head of the private body at his address or electronic mail address .

The form must :

- 3.1.provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester ;
- 3.2.indicate which form of access is required ;
- 3.3.specify a postal address of the requester in the republic ;
- 3.4.identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right ;
- 3.5.if in addition to a written reply , the requester wishes to be informed of the decision on the request in any other manner , to state that manner and the necessary particulars to be informed in the other manner ;
- 3.6.if the request is made on behalf of another person , to submit proof of the capacity in which the requester is making the request , to the reasonable satisfaction of the head of the private body .

#### **4. Particulars in terms of Section 51 (1) (d)**

Records are kept in accordance with the following legislations :

- Basic Conditions of Employment Act 75 of 1997
- Closed Corporation Act 69 Of 1984
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Short Term Insurance Act 53 of 1998
- Skills Development Levies Act of 1999
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

## **5. Particulars in terms of Section 51 (1) (e)**

Records are kept in terms of the daily operational activities of the organisation :

### Accounting Records

- Annual Financial Statements
- Asset Register
- Bank Statements
- Compensation Fund
- Invoices
- Skills Development Levies
- Tax Returns
- UIF Contributions
- VAT Returns

### Personnel Records

- Attendance Registers
- Employment Contracts
- Disciplinary Records
- I.D. Copies of Employees
- Leave Records
- PAYE Records
- Pension Fund Contributions
- Salary and Wage Records
- Training Records

### Policies

- Disciplinary Code of Conduct
- Health and Safety

### Statutory Company Records

- Amended Founding Statement
- Founding Statement
- Annual Returns CIPRO