



PAIA MANUAL

**Prepared in terms of section 51 of the
Promotion of Access to Information Act
2 of 2000 (as amended)**

**DATE OF COMPILATION: 01/10/2022
DATE OF REVISION: 13/10/2023**

TABLE OF CONTENTS

Table of Contents

1.	LIST OF ACRONYMS AND ABBREVIATIONS	3
2.	PURPOSE OF PAIA MANUAL	3
3.	KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE RAPID CAPABILITIES INTL (PTY) LTD.....	4
4.	GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE.....	5
6.	DESCRIPTION OF THE RECORDS OF RAPID CAPABILITIES INTL (PTY) LTD WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION.....	8
7.	DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY RAPID CAPABILITIES INTL (PTY) LTD.....	9
8.	PROCESSING OF PERSONAL INFORMATION	9
9.	AVAILABILITY OF THE MANUAL.....	12

1. LIST OF ACRONYMS AND ABBREVIATIONS

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|-----|--------------------|--|
| 1.1 | “CEO” | Chief Executive Officer |
| 1.2 | “DIO” | Deputy Information Officer; |
| 1.3 | “IO“ | Information Officer; |
| 1.4 | “Minister” | Minister of Justice and Correctional Services; |
| 1.5 | “PAIA” | Promotion of Access to Information Act No. 2 of 2000(as Amended); |
| 1.6 | “POPIA” | Protection of Personal Information Act No.4 of 2013; |
| 1.7 | “Regulator” | Information Regulator; and |
| 1.8 | “Republic” | Republic of South Africa |

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2 have a sufficient understanding of 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 and the categories of records held on each subject;
- 2.3 know the description of the records of the body which are available in accordance with any other legislation;
- 2.4 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;

- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.6 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;
- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.9 know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE RAPID CAPABILITIES INTL (PTY) LTD

3.1. Chief Information Officer

Name: Fortune Moyo
Tel: 067 919 1372
Email: rapidcapabilities@protonmail.com
Fax number: N/A

- 3.2. Deputy Information Officer *(NB: if more than one Deputy Information Officer is designated, please provide the details of every Deputy Information Officer of the body designated in terms of section 17 (1) of PAIA.*

Name: Rabecah Ncube
Tel: 073 229 7100
Email: startupfunnelafrica@gmail.com
Fax Number: N/A

3.3 Access to information general contacts

Email: startupfunnelafrica@gmail.com

3.4 **National or Head Office**

Postal Address: Block 808 Hammets Crossing Office Park, 2 Selbourne Road
Fourways 2191

Physical Address: Block 808 Hammets Crossing Office Park, 2 Selbourne Road
Fourways 2191

Telephone: 073 229 7100 | 067 919 1372

Email: startupfunnelafrica@gmail.com

Website: www.mebychoice.com

4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

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

4.2. The Guide is available in each of the official languages and in braille.

4.3. The aforesaid Guide contains the description of-

- 4.3.1. the objects of PAIA and POPIA;
- 4.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 4.3.2.1. the Information Officer of every public body, and
 - 4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
- 4.3.3. the manner and form of a request for-
 - 4.3.3.1. access to a record of a public body contemplated in section 11³; and
 - 4.3.3.2. access to a record of a private body contemplated in section 50⁴;
- 4.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
- 4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 4.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-

¹ Section 17(1) of PAIA- *For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.*

² Section 56(a) of POPIA- *Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.*

³ Section 11(1) of PAIA- *A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

⁴ Section 50(1) of PAIA- *A requester must be given access to any record of a private body if-*

- a) *that record is required for the exercise or protection of any rights;*
- b) *that person complies with the procedural requirements in PAIA relating to a request for access to that record; and*
- c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

- 4.3.6.1. an internal appeal;
- 4.3.6.2. a complaint to the Regulator; and
- 4.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 4.3.7. the provisions of sections 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 4.3.8. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 4.3.9. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 4.3.10. the regulations made in terms of section 92¹¹.

⁵ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁷ Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

⁸ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

⁹ Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

4.4. Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.

4.5. The Guide can also be obtained-

4.5.1. upon request to the Information Officer;

4.5.2. from the website of the Regulator (<https://www.justice.gov.za/infoereg/>).

4.6 A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours-

4.6.1 English and isiZulu

5. CATEGORIES OF RECORDS OF RAPID CAPABILITIES INTL (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Category of records	Types of the Record	Available on Website	Available upon request
Operations	Terms and Conditions of Use	X	X
Operations	Website Privacy Policy	X	X
Operations	Website Cookie Policy	X	X
Marketing	Company Profile		X
Free Training	YouTube Videos	X	X
Operations	Vision and Mission Statements	X	X

6. DESCRIPTION OF THE RECORDS OF RAPID CAPABILITIES INTL (PTY) LTD WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Category of Records	Applicable Legislation
Memorandum of incorporation	Companies Act 71 of 2008

Copyright Legislation	Copyright Act 98 of 1978
PAIA Manual	Promotion of Access to Information Act 2 of 2000
Human Resources	Income Tax Act 95 of 1967
POPIA privacy notice	Protection of Personal Information Act 4 of 2013
Human Resources	Basic Conditions of Employment Act 75 of 1997
Human Resources	Unemployment Insurance Act 63 of 2001
Consumer Legislation	Consumer Protection Act 68 of 2008
Constitution	Constitution of the Republic of South Africa Act 108 of 1996

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY RAPID CAPABILITIES INTL (PTY) LTD

Subjects on which the body holds records	Categories of records
Strategic Documents, Proposals	Strategic Plan, Business Proposals, Pitch Decks.
Human Resources	HR policies and procedures
Entrepreneurship	Training presentations and templates
Marketing	Products and services marketing material
Financial	Bank statements, Tax records, returns, compliance Registration certificates

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

Rapid Capabilities Intl (Pty) Ltd uses the Personal Information under its care in the following ways:

- Rendering service according to instructions given by clients / customers
- Staff administration
- Keeping of accounts and records
- Complying with tax laws and other regulatory requirements
- Sending clients / customers products updates and invitations

- Improving services to clients / customers

8.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients – Natural Persons	Name, address, registration numbers or identity numbers, employment status and bank details, contact details, date of birth, tax-related information, gender, financial information, nationality, confidential correspondence.
Customers / Clients - Juristic Persons	Names of contact persons, name of entity, physical and postal address and contact details, bank details, financial information, bank details, business proposals, registration number, founding and corporate documents, tax-related information, Personal Information in respect of authorized signatories, beneficiaries, and/or ultimate beneficial owners, confidential correspondence.
Customers / Clients - Foreign Persons	Names, contact details, physical and postal addresses, date of birth, passport number, tax-related information, financial information, bank details, nationality, gender, confidential correspondence.
Service Providers	Names, registration number, vat numbers, address, trade secrets and bank details, Names of contact persons, name of entity, physical and postal address and contact details, financial information, registration number, founding / corporate documents, tax-related information, personal information in respect of authorized signatories, beneficiaries, and/or ultimate beneficial owners, confidential correspondence.
Employees	Address, qualifications, gender and race, pregnancy; marital status, age, language, education information, tax-related information, financial information, religion, employment history, ID number, physical and postal

Categories of Data Subjects	Personal Information that may be processed
	address and contact details, criminal history, health, well-being, disabilities, trade union-related information, biometric information, confidential correspondence.

8.3 The recipients or categories of recipients to whom the personal information may be supplied

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names, for criminal checks	South African Police Services, Verification Agencies
Qualifications, for qualification verifications	South African Qualifications Authority, Verification Agencies
Credit and payment history, for credit information	Credit Bureaus, Verification Agencies
Banking details, for payments	Banks, Payment Gateways
Salary information	South African Revenue Service
Identity number, names and address, for debt collection	Debt Collection Agencies
All or part of personal information, for response to legal order	South African Police Service, Lawyers, Courts

8.4 Planned transborder flows of personal information

Rapid Capabilities Intl (Pty) Ltd has no planned transborder flows of Personal Information. In the rare event that this will be required, we will not send personal information abroad, unless: -

- Consent has been provided
- It is required to perform in terms of a contract or,

- The foreign laws of said country are equally or stricter than those contained in POPIA

8.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

The Company employs up-to-date technology to ensure the confidentiality, integrity and availability of the Personal Information under its care. Measures include:

- Data encryption via SSL on websites
- Virus protection software, anti-malware solutions and update protocols
- Logical and physical access control
- Secure setup of hardware and software making up the IT infrastructure
- Outsourced service providers who process Personal Information on behalf of Rapid Capabilities are contracted to implement security controls.

9. AVAILABILITY OF THE MANUAL

9.1 A copy of the Manual is available-

9.1.1 On all our websites (www.startupcapabilities.africa | www.discountity.africa | www.reethavision.com);

9.1.2 head office of Rapid Capabilities Intl (Pty) Ltd for public inspection during normal business hours;

9.1.3 to any person upon request and upon the payment of a reasonable prescribed fee; and

9.1.4 to the Information Regulator upon request.

9.2 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.

10. UPDATING OF THE MANUAL

The head of a Rapid Capabilities Intl (Pty) Ltd will on a regular basis update this manual.

Issued by

Fortune Moyo

Chief Executive Officer