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**Manual in terms of  
Section 51 of the Promotion of Access to Information Act (PAIA) 2/2000  
(The "ACT")**


**ENZA CONSTRUCTION (PTY) LTD  
(Registration Number: 2004/002985/07)**

Prepared By:		Approved By:	
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Signature		Signature	
Date:		Date:	

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## 1. Introduction


- 1.1. The Promotion of Access to Information Act, No. 2 of 2000 (“the Act”) was enacted on 3 February 2000, giving effect to the constitutional right of access to any information held by the State and any information held by another person and that is required for the exercise or protection of any rights.
- 1.2. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information may or must not be released. The Act sets out the requisite procedural issues attached to such request.
- 1.3. Section 9 of the Act recognises that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:
  - a) Limitations aimed at the reasonable protection of privacy;
  - b) Commercial confidentiality; and
  - c) Effective, efficient, and good governance; and in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.
- 1.4. Enza Construction (Pty) Ltd (“Enza”) is a construction company that inter alia operates in Southern Africa. This Promotion of Access to Information Manual (“Manual”) provides an outline of the type of records and the personal information Enza Construction holds, and explains how to submit requests for access to these records in terms of the Promotion of Access to Information Act 2 of 2000.

## 2. Company Contact Details

- 2.1. Name of Institution: Enza Construction (Pty) Ltd
- 2.2. Status: Private body
- 2.3. Postal/Physical Address: Bryanston Place Office Park,  
1<sup>st</sup> Floor, South View Building,  
199 Bryanston Drive, Bryanston,  
Johannesburg, 2120
- 2.4. Head of Institution: Mr. Rowan Crowie (CEO)
- 2.5. Information Officer (Deputy): Samantha Reddy  
Email: Samantha.Reddy@enzacon.co.za  
Contact: +27 11 803 7111

## 3. Scope of the Act

- 3.1. The Act grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights.
- 3.2. As prescribed by the Act, Enza reserves the right to request a fee from the requester (if applicable), before further processing the request.
- 3.3. Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

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- 3.4. The contact details of the Commission are:  
 Postal Address: Private Bag 2700, Houghton, 2041  
 Telephone Number: +27-11-877 3600  
 Fax Number: +27-11-403 0625  
 Website: [www.sahrc.org.za](http://www.sahrc.org.za)

#### **4. Applicable Legislation**

##### 4.1. Applicable legislation (not exhaustive list)

Records are kept in accordance with such other legislation as is applicable to Enza, which includes but is not limited to the following legislation:

- 4.1.1. Promotion of Access to Information Act 2 of 2000
- 4.1.2. Employment Equity Act No 55 of 1998
- 4.1.3. Income Tax Act No 95 of 1967
- 4.1.4. Labour Relations Act No 66 of 1995
- 4.1.5. Financial Advisory and Intermediary Services Act No 37 of 2002
- 4.1.6. Basic Conditions of Employment Act No 75 of 1997
- 4.1.7. Electronic Communications and Transactions Act No 25 of 200
- 4.1.8. Companies Act No 61 of 1973 as amended
- 4.1.9. Companies Act 71 of 2008 as amended


#### **5. Records that May be Requested**

5.1. The following records may be requested:

- a) Personal records provided by employees;
- b) Records provided by a third party relating to employees;
- c) Conditions of employment and other personnel-related contractual and quasi-legal records
- d) Internal evaluation records and other internal records;
- e) Correspondence relating to employees;
- f) Training schedules and material
- g) Internal Policies and Procedures
- h) Clients may request its personal information (as defined in POPI)
- i) Supplier’s/sub-contractors may request its personal information (as defined in POPI)

#### **6. Form of Request**

6.1. Requesters having provided adequate proof of identity, has the right to request records held by Enza.

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6.2. All requests shall be made to the Deputy Information Officer via the "Request Form" annexed hereto as Appendix A.

6.3. Enza reserves the right to not release the record requested, where the Act expressly provides that the information may or must not be released.

## 7. Breach

Any transgression of this Policy will be investigated and may lead to disciplinary action taken against the offender.



**Appendix A – Request Form**

**Subject's Data:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**ID No.:** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Description of the Request:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason for the Request:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Enza Response:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



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