



Address: 14 Pieter Uys Avenue
Alberton North
1451
Contact number: 082 849 2759
Email: admin@gastecauto.co.za

GASTEC AUTO (PTY) LTD

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL (PAIA)

Prepared in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), as amended

DOCUMENT CONTROL

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Company Gastec Auto (Pty) Ltd

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1. INTRODUCTION

The Promotion of Access to Information Act, 2000 ("PAIA") gives effect to the constitutional right of access to information held by public and private bodies where such information is required for the exercise or protection of any rights.

Section 51 of PAIA requires every private body to compile and maintain a manual describing the records held by the organisation and the procedures to be followed when requesting access to those records.

This Manual has been prepared in accordance with the Promotion of Access to Information Act, 2000 and incorporates the applicable requirements of the Protection of Personal Information Act, 2013 ("POPIA").

Gastec Auto (Pty) Ltd is committed to conducting its business in an ethical, transparent and lawful manner while protecting confidential information, customer information and personal information entrusted to the Company.

This Manual assists members of the public in understanding:

- what information is available;
- how access may be requested;
- how requests will be processed;
- what information may legally be refused;
- how personal information is protected.

2. PURPOSE

The purpose of this Manual is to:

- Promote transparency and accountability.
- Give effect to the constitutional right of access to information.
- Explain how requests for information must be submitted.
- Identify the records held by Gastec Auto (Pty) Ltd.



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- Describe the process followed when evaluating requests.
 - Ensure compliance with PAIA.
 - Support compliance with POPIA.
 - Protect confidential commercial and personal information.
-

3. SCOPE

This Manual applies to:

- Directors
- Shareholders
- Management
- Employees
- Temporary Employees
- Contractors
- Consultants
- Suppliers
- Service Providers
- Customers
- Members of the Public requesting access to records

This Manual covers all records held by Gastec Auto (Pty) Ltd irrespective of whether those records are maintained electronically or in physical format.

4. DEFINITIONS

Unless the context indicates otherwise:

"Act" means the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

"Company" means Gastec Auto (Pty) Ltd.

"Information Officer" means the person responsible for administering PAIA and POPIA within the Company.

"Personal Information" has the meaning assigned in the Protection of Personal Information Act.

"Processing" means any operation concerning personal information including collecting, recording, storing, updating, using, sharing or deleting information.



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"Requester" means any person requesting access to records under PAIA.

"Record" means any recorded information regardless of form or medium.

"Third Party" means any natural or juristic person other than the requester or Gastec Auto (Pty) Ltd.

5. COMPANY INFORMATION

Registered Name

Gastec Auto (Pty) Ltd

Registration Number

2020/189252/07

Physical Address

14 Pieter Uys Avenue

Alberton

1450

South Africa

Postal Address

Same as Physical Address

Telephone

060 550 6063

Email

admin@gastecauto.co.za

(Please update if your official email address differs.)

Website

www.gastecauto.co.za



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6. INFORMATION OFFICER

In terms of PAIA, the Information Officer of a private body is ordinarily the Head of the Private Body or a duly authorised representative.

The Company has appointed the following person to administer requests under PAIA:

Position Information

Name Natasha Fourie

Position Information Officer

Telephone 060 550 6063

Email admin@gastecauto.co.za

The Information Officer is responsible for:

- Receiving PAIA requests.
- Processing requests.
- Liaising with the Information Regulator.
- Ensuring compliance with PAIA.
- Ensuring compliance with POPIA.
- Maintaining this Manual.
- Ensuring secure processing of personal information.

7. GUIDE ISSUED BY THE INFORMATION REGULATOR

The Information Regulator has compiled a Guide in terms of Section 10 of PAIA containing information to assist persons wishing to exercise their rights under PAIA.

The Guide is available from:

The Information Regulator (South Africa)

JD House

27 Stiemens Street

Braamfontein

Johannesburg

2001



Address: 14 Pieter Uys Avenue
Alberton North
1451
Contact number: 082 849 2759
Email: admin@gastecauto.co.za

Website:

<https://www.justice.gov.za/infoereg/>

Email:

PAIAComplaints@infoeregulator.org.za

General Enquiries:

010 023 5200

8. COMPANY OVERVIEW

Gastec Auto (Pty) Ltd is a South African automotive repair and maintenance company providing professional mechanical services to private individuals, commercial customers and fleet operators.

The Company is committed to delivering high-quality workmanship, customer service, ethical business practices and compliance with applicable legislation.

The Company maintains policies and procedures designed to ensure quality, safety, legal compliance and the protection of confidential information.

9. BUSINESS ACTIVITIES

The Company's services include, but are not limited to:

- Mechanical Repairs
- Vehicle Diagnostics
- Engine Rebuilding
- Fleet Maintenance
- Brake Repairs
- Clutch Repairs
- Suspension Repairs
- Steering Repairs
- Diesel Injector Testing
- Auto Electrical Diagnostics
- Air Conditioning Repairs
- Preventative Maintenance
- Vehicle Inspections
- Fault Diagnosis



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- General Mechanical Services

The Company may expand or amend its services from time to time.

10. ORGANISATIONAL STRUCTURE

The Company currently employs approximately five (5) employees.

The organisational structure generally consists of:

Managing Director



Administration



Workshop Management



Technicians



Workshop Support Staff

The Company may revise its organisational structure as business requirements change.

11. AVAILABILITY OF THIS MANUAL

This Manual is available:

- On the Company's website;
- At the Company's registered office during normal business hours;
- Upon request from the Information Officer; and
- As required by applicable legislation.

The Company reserves the right to amend this Manual from time to time to reflect changes in legislation, business operations or organisational requirements.

12. CATEGORIES OF RECORDS HELD BY GASTEC AUTO (PTY) LTD

The Company maintains records in both physical and electronic formats. These records are retained for operational, legal, financial, contractual and statutory purposes.



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The following categories describe the records maintained by Gastec Auto (Pty) Ltd. Inclusion of a category in this Manual does not automatically entitle a requester to access such records. Access will be considered in accordance with PAIA, POPIA and any other applicable legislation.

12.1 Corporate Records

The Company maintains various corporate governance records including:

- Certificate of Incorporation
- Company Registration Documents
- Memorandum of Incorporation (MOI)
- Shareholder Information
- Directors' Information
- CIPC Records
- Company Policies
- Company Procedures
- Board Resolutions
- Governance Documents
- Compliance Registers
- Company Licences
- Insurance Policies

12.2 Financial Records

Financial records include but are not limited to:

- Annual Financial Statements
- Trial Balances
- General Ledger
- Cash Books
- Tax Records
- VAT Records
- PAYE Records
- UIF Records



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- SDL Records
- EMP201 Returns
- EMP501 Reconciliations
- Bank Statements
- Payment Records
- Supplier Invoices
- Customer Invoices
- Credit Notes
- Quotations
- Purchase Orders
- Asset Registers
- Accounting Records
- Audit Reports

12.3 Human Resources Records

Employee records may include:

- Employment Contracts
- Job Descriptions
- Personnel Files
- Leave Records
- Payroll Records
- Performance Reviews
- Disciplinary Records
- Training Records
- Qualifications
- Medical Certificates (where applicable)
- Emergency Contact Information
- Health and Safety Records
- Attendance Registers

12.4 Customer Records

Customer records include:

- Customer Information
- Quotations
- Repair Authorisations
- Vehicle Inspection Reports
- Diagnostic Reports
- Job Cards
- Workshop Checklists
- Service Histories
- Invoices
- Payment Records
- Vehicle Photographs
- Vehicle Registration Details
- Warranty Information
- Customer Correspondence
- Complaints
- Customer Satisfaction Records

12.5 Supplier Records

The Company maintains records relating to suppliers including:

- Supplier Agreements
- Purchase Orders
- Supplier Quotations
- Supplier Invoices
- Credit Applications
- Banking Details
- Supplier Performance Reviews



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- Supplier Due Diligence Records
- B-BBEE Certificates
- Tax Clearance Documentation

12.6 Operational Records

Operational records include:

- Workshop Procedures
- Quality Management Documents
- Health and Safety Procedures
- Risk Assessments
- Maintenance Records
- Workshop Equipment Records
- Calibration Certificates
- Fleet Maintenance Records
- Vehicle Diagnostic Reports
- Technical Reports
- Workshop Inspection Reports

12.7 Information Technology Records

The Company maintains electronic records including:

- Email Communications
 - Computer System Logs
 - Website Information
 - Network Security Logs
 - Software Licences
 - Data Backups
 - Access Logs
 - Cybersecurity Records
-



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12.8 Legal and Compliance Records

These include:

- Legal Opinions
- Contracts
- Non-Disclosure Agreements
- Insurance Claims
- Litigation Records
- Regulatory Correspondence
- PAIA Documentation
- POPIA Documentation
- Compliance Registers
- Incident Reports

13. RECORDS AVAILABLE WITHOUT A FORMAL PAIA REQUEST

The following records may be made available without the need to submit a formal PAIA request, subject to availability:

- Company Contact Details
- Business Hours
- Services Offered
- Website Information
- Marketing Brochures
- Public Notices
- Careers Information
- Company Policies made publicly available
- PAIA Manual
- Privacy Notice
- Website Terms and Conditions

The Company reserves the right to determine whether additional publicly available information may be disclosed.



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14. RECORDS AVAILABLE SUBJECT TO A PAIA REQUEST

Access to the following records may be granted only after a formal PAIA request has been submitted and approved:

- Customer Files
- Employee Files
- Financial Records
- Quotations
- Job Cards
- Workshop Reports
- Vehicle Inspection Reports
- Supplier Files
- Contracts
- Correspondence
- Insurance Information
- Technical Reports
- Internal Audit Reports
- CCTV Footage (where available)
- Email Communications
- Electronic Data
- Archived Documents

Access may be refused where disclosure is prohibited by law or where grounds for refusal under PAIA apply.

15. RECORDS HELD ON BEHALF OF THIRD PARTIES

The Company may hold information belonging to:

- Customers
- Insurance Companies
- Fleet Operators
- Suppliers
- Contractors



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- Service Providers
- Financial Institutions
- Legal Advisors

Where records belong to third parties, consultation may be required before access is granted.

16. RECORDS PRESCRIBED BY OTHER LEGISLATION

In addition to PAIA, Gastec Auto (Pty) Ltd maintains records in accordance with applicable legislation, including but not limited to:

- Companies Act, 2008
- Promotion of Access to Information Act, 2000
- Protection of Personal Information Act, 2013
- Labour Relations Act, 1995
- Basic Conditions of Employment Act, 1997
- Employment Equity Act, 1998
- Occupational Health and Safety Act, 1993
- Compensation for Occupational Injuries and Diseases Act, 1993
- Skills Development Act, 1998
- Skills Development Levies Act, 1999
- Unemployment Insurance Act, 2001
- Income Tax Act, 1962
- Value-Added Tax Act, 1991
- Electronic Communications and Transactions Act, 2002
- National Road Traffic Act, 1996
- Consumer Protection Act, 2008

The above list is not exhaustive and may change as legislation is amended.

17. REQUESTING ACCESS TO RECORDS

A requester wishing to obtain access to records held by Gastec Auto (Pty) Ltd must submit a written request to the Information Officer.

The request should contain sufficient detail to enable the Company to:



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- Identify the requester.
- Identify the records requested.
- Determine whether access should be granted.
- Communicate with the requester regarding the outcome.

The Company may request proof of identity before processing the request.

18. MANNER OF REQUEST

Requests should include:

- Full Name of the Requester
- Identity Number or Company Registration Number (where applicable)
- Postal Address
- Email Address
- Telephone Number
- Description of the Record Requested
- Purpose for Requesting Access (where required)
- Preferred Method of Access
- Proof of Identity

Incomplete requests may result in delays.

19. REQUEST SUBMISSION

PAIA requests should be submitted to:

Information Officer

Natasha Fourie

Gastec Auto (Pty) Ltd

14 Pieter Uys Avenue

Alberton

1450

Telephone:

060 550 6063



Address: 14 Pieter Uys Avenue
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Contact number: 082 849 2759
Email: admin@gastecauto.co.za

Email:

admin@gastecauto.co.za

20. PROCESSING OF REQUESTS

Upon receiving a request, the Company will:

1. Acknowledge receipt of the request.
2. Verify the identity of the requester.
3. Determine whether sufficient information has been provided.
4. Consider whether the requested information may lawfully be disclosed.
5. Consult affected third parties where required.
6. Notify the requester of the decision within the prescribed timeframes.

Where additional time is reasonably required under PAIA, the requester will be notified accordingly.

21. ACCESS FEES

The Company may charge the prescribed fees permitted under PAIA for:

- Request Fees (where applicable)
- Search Fees
- Preparation Fees
- Photocopying
- Printing
- Electronic Copies
- Courier Costs
- Postal Costs

Fees will be charged in accordance with the PAIA Regulations, 2021.

Payment may be required before processing continues where permitted by law.

22. PROCESSING OF PERSONAL INFORMATION (POPIA)

This PAIA Manual must be read together with the Company's POPIA Privacy Notice.



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Gastec Auto (Pty) Ltd recognises the importance of protecting Personal Information and is committed to complying with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) ("POPIA").

The Company processes Personal Information lawfully, fairly, transparently, and only for legitimate business purposes.

Personal Information is collected only where necessary for the operation of the Company's business and is processed in accordance with applicable legislation.

The Company implements appropriate technical and organisational measures to safeguard Personal Information against loss, misuse, unauthorised access, disclosure, alteration or destruction.

23. CONDITIONS FOR THE LAWFUL PROCESSING OF PERSONAL INFORMATION

Gastec Auto (Pty) Ltd processes Personal Information in accordance with the eight conditions for lawful processing prescribed by POPIA:

- Accountability
- Processing Limitation
- Purpose Specification
- Further Processing Limitation
- Information Quality
- Openness
- Security Safeguards
- Data Subject Participation

24. PURPOSES FOR WHICH PERSONAL INFORMATION IS PROCESSED

The Company processes Personal Information for legitimate business purposes including, but not limited to:

- Customer identification
- Vehicle booking and servicing
- Vehicle diagnostics and repairs
- Preparing quotations
- Processing invoices
- Receiving and processing payments
- Warranty administration



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- Customer communication
- Supplier management
- Employee administration
- Payroll processing
- Recruitment
- Regulatory compliance
- Legal obligations
- Insurance claims
- Fleet management
- Occupational Health and Safety compliance
- Risk management
- Internal administration
- Security monitoring
- Website enquiries
- Marketing communications (where consent has been obtained or another lawful basis applies)

25. CATEGORIES OF DATA SUBJECTS

The Company may process Personal Information relating to:

- Customers
- Prospective Customers
- Employees
- Job Applicants
- Directors
- Shareholders
- Contractors
- Consultants
- Suppliers
- Fleet Clients



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- Insurance Companies
- Service Providers
- Visitors
- Website Users
- Regulatory Authorities

26. CATEGORIES OF PERSONAL INFORMATION

Depending on the relationship with the Company, Personal Information processed may include:

Customer Information

- Full Names
- Identity Numbers
- Passport Numbers (where applicable)
- Telephone Numbers
- Email Addresses
- Residential Addresses
- Postal Addresses
- Vehicle Registration Numbers
- Vehicle Identification Numbers (VIN)
- Driver Details
- Payment Information
- Banking Information (where required)
- Insurance Details
- Vehicle Service History
- Vehicle Inspection Reports
- Diagnostic Reports
- Photographs of Vehicles
- Customer Communications

Employee Information



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- Personal Details
- Identity Numbers
- Contact Details
- Emergency Contacts
- Qualifications
- Employment Contracts
- Leave Records
- Payroll Information
- Tax Information
- Banking Details
- Performance Reviews
- Disciplinary Records
- Medical Certificates (where applicable)
- Health and Safety Records

Supplier Information

- Company Details
- Contact Persons
- Banking Details
- Tax Numbers
- VAT Numbers
- Contracts
- Quotations
- Invoices
- Payment Records

27. SPECIAL PERSONAL INFORMATION

The Company generally does not process Special Personal Information unless:

- required by law;



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- necessary for employment obligations;
- necessary to establish, exercise or defend legal rights; or
- consent has been obtained where required.

Where Special Personal Information is processed, appropriate safeguards will be implemented.

28. RECIPIENTS OF PERSONAL INFORMATION

Personal Information may be shared with authorised third parties where necessary, including:

- Banks
- Payment Service Providers
- Auditors
- Accountants
- Legal Advisors
- Insurers
- Fleet Management Companies
- Regulatory Authorities
- SARS
- Government Departments
- IT Service Providers
- Cloud Service Providers
- Payroll Providers
- Debt Collection Agencies (where applicable)
- Law Enforcement Agencies where legally required

Information will only be disclosed where:

- required by law;
- authorised by the data subject;
- necessary to perform contractual obligations; or
- necessary to protect legitimate interests.

29. CROSS-BORDER TRANSFER OF PERSONAL INFORMATION



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The Company generally processes Personal Information within South Africa.

Should Personal Information be transferred outside South Africa, such transfers will only occur where:

- the recipient is subject to laws providing an adequate level of protection;
- contractual safeguards have been implemented;
- the data subject has consented where required; or
- the transfer is otherwise permitted by POPIA.

30. INFORMATION SECURITY

Gastec Auto (Pty) Ltd is committed to protecting all information under its control.

The Company maintains appropriate administrative, technical and physical safeguards including:

- Password Protected Systems
- Firewall Protection
- Anti-virus Software
- Secure Email Systems
- Data Backup Procedures
- Restricted User Access
- Locked Filing Cabinets
- Alarm Systems
- CCTV (where applicable)
- Visitor Access Controls
- Confidential Waste Disposal
- Staff Confidentiality Agreements
- Cybersecurity Awareness

Security measures are reviewed periodically to address evolving risks.

Security Breach Notification

In the event of a data breach, the Company will notify affected data subjects and the Information Regulator as required by POPIA.

31. RECORD RETENTION

Retention Periods Reference

Retention periods are detailed in the Company's Records Retention Policy.

Records are retained only for as long as necessary to:

- fulfil contractual obligations;
- comply with legal requirements;
- resolve disputes;
- enforce agreements; or
- achieve legitimate business purposes.

Retention periods are determined in accordance with applicable legislation and the Company's Records Retention Policy.

32. RECORD DESTRUCTION

Where records are no longer required, they are securely destroyed using appropriate methods, including:

- Secure shredding of paper records.
- Permanent deletion of electronic records.
- Secure destruction of storage media.
- Confidential disposal through authorised service providers.

The Company ensures that Personal Information cannot reasonably be reconstructed after destruction.

33. DATA SUBJECT RIGHTS

Every Data Subject has the right to:

- Request confirmation that Personal Information is being processed.
- Request access to Personal Information.
- Request correction of inaccurate information.
- Request deletion of Personal Information where legally permissible.
- Object to certain processing activities where permitted by law.
- Withdraw consent where processing is based on consent.
- Lodge a complaint with the Information Regulator.



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Requests will be handled in accordance with PAIA and POPIA.

34. GROUNDS FOR REFUSAL OF ACCESS

Access to records may be refused where permitted under PAIA, including where disclosure would:

- Unreasonably disclose another person's Personal Information.
- Reveal confidential commercial information.
- Breach contractual confidentiality obligations.
- Endanger the safety of individuals.
- Prejudice law enforcement investigations.
- Reveal privileged legal communications.
- Harm the commercial interests of the Company.
- Reveal trade secrets or proprietary information.
- Compromise cybersecurity measures.
- Conflict with any applicable law.

Each request will be considered individually on its own merits.

35. MANDATORY PROTECTION OF INFORMATION

The Company will refuse access where disclosure is prohibited by law, including where records contain:

- Confidential Personal Information.
- Confidential commercial information.
- Intellectual Property.
- Trade Secrets.
- Information protected by legal privilege.
- Security-sensitive information.
- Information belonging to third parties that cannot lawfully be disclosed.

36. PARTIAL ACCESS



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Where only part of a record is protected from disclosure, the Company will provide access to the remainder of the record where reasonably possible, after removing or redacting the protected information.

37. INTERNAL REMEDIES

As Gastec Auto (Pty) Ltd is a private body, PAIA does not provide for an internal appeal process against decisions made by the Company.

Should a requester be dissatisfied with a decision relating to a request for access to information, the requester may exercise the remedies available under PAIA, including lodging a complaint with the Information Regulator or instituting legal proceedings in a competent court where applicable.

The Company remains committed to resolving concerns promptly and encourages requesters to engage with the Information Officer before pursuing formal legal remedies.

38. COMPLAINTS TO THE INFORMATION REGULATOR

Any person who believes that Gastec Auto (Pty) Ltd has failed to comply with PAIA or POPIA may lodge a complaint with the Information Regulator.

The Information Regulator is responsible for monitoring and enforcing compliance with PAIA and POPIA.

Information Regulator (South Africa)

JD House

27 Stiemens Street

Braamfontein

Johannesburg

2001

Telephone:
010 023 5200

Website:
<https://inforegulator.org.za>

General Enquiries:
enquiries@inforegulator.org.za

PAIA Complaints:
PAIAComplaints@inforegulator.org.za

POPIA Complaints:
POPIAComplaints@inforegulator.org.za

39. UPDATING OF THIS MANUAL

This Manual will be reviewed:

- At least annually;
- Whenever material amendments are made to PAIA or POPIA;
- When there are significant changes to the Company's operations;
- When the Company's record categories change;
- When the Information Officer changes; or
- Whenever the Company considers it necessary.

The latest approved version of this Manual will replace all previous versions.

40. AVAILABILITY OF THE MANUAL

A copy of this Manual is available:

- On the Company's website;
- At the Company's registered office during normal business hours;
- From the Information Officer upon written request; and
- In any other manner required by applicable legislation.

Reasonable reproduction charges may apply where hard copies are requested.

41. COPYRIGHT

This Manual remains the property of Gastec Auto (Pty) Ltd.

Nothing contained in this Manual limit or removes any rights afforded under PAIA or POPIA.

The Company reserves all rights relating to its intellectual property, confidential information and proprietary business information.

42. DISCLAIMER

This Manual has been prepared in good faith to comply with the requirements of the Promotion of Access to Information Act, 2000 and the Protection of Personal Information Act, 2013.

Nothing contained in this Manual constitutes legal advice.



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The Company reserves the right to amend this Manual at any time to ensure continued compliance with applicable legislation and operational requirements.

Where there is any conflict between this Manual and applicable legislation, the legislation shall prevail.

Where there is any conflict between this Manual and applicable legislation, the legislation shall prevail.

ANNEXURE A

HOW TO SUBMIT A PAIA REQUEST

To request access to records held by Gastec Auto (Pty) Ltd:

Step 1

Complete the prescribed PAIA Request Form available from the Information Regulator.

PAIA Form 2 is available at: <https://inforegulator.org.za/paia-forms/>

Step 2

Attach:

- Proof of Identity
- Proof of Authority (if acting on behalf of another person)
- Any supporting documentation relevant to the request

Step 3

Submit the completed request to the Information Officer.

Email:

admin@gastecauto.co.za

Or deliver to:

14 Pieter Uys Avenue

Alberton

1450

Step 4

Where applicable, pay the prescribed request fee.

Step 5

The Company will acknowledge receipt of the request and consider it in accordance with PAIA.



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Step 6

The Company will notify the requester of:

- Approval;
- Partial Approval;
- Refusal;
- Extension of Time; or
- Any applicable fees payable.

ANNEXURE B

REQUEST CHECKLIST

Before submitting a request, ensure the following have been included:

- ☐ Full Name
- ☐ Identity Number
- ☐ Postal Address
- ☐ Email Address
- ☐ Telephone Number
- ☐ Description of the Requested Record
- ☐ Reason for Request (where applicable)
- ☐ Preferred Method of Access
- ☐ Proof of Identity
- ☐ Proof of Authority (if acting on behalf of another person)
- ☐ Signature
- ☐ Date

ANNEXURE C

SUMMARY OF RECORD CATEGORIES

Corporate Records

- Company Registration



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- Governance Documents
- Policies
- Compliance Records

Financial Records

- Invoices
- Quotations
- Financial Statements
- Tax Records
- Accounting Records

Customer Records

- Job Cards
- Vehicle Information
- Diagnostic Reports
- Inspection Reports
- Service History

Human Resources

- Employee Files
- Payroll
- Leave Records
- Training Records

Operational Records

- Workshop Procedures
- Maintenance Records
- Health & Safety Records
- Quality Management Records

Supplier Records

- Supplier Agreements
- Quotations
- Purchase Orders



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Email: admin@gastecauto.co.za

- Payment Records

Legal Records

- Contracts
- Insurance
- Litigation
- Compliance Records

Information Technology

- Website
- Emails
- Network Records
- Data Backups

ANNEXURE D

LEGISLATION APPLICABLE TO GASTEC AUTO (PTY) LTD

The Company maintains records in accordance with applicable legislation, including where relevant:

- Promotion of Access to Information Act, 2000
- Protection of Personal Information Act, 2013
- Companies Act, 2008
- Consumer Protection Act, 2008
- National Road Traffic Act, 1996
- Occupational Health and Safety Act, 1993
- Labour Relations Act, 1995
- Basic Conditions of Employment Act, 1997
- Employment Equity Act, 1998
- Compensation for Occupational Injuries and Diseases Act, 1993
- Skills Development Act, 1998
- Skills Development Levies Act, 1999
- Unemployment Insurance Act, 2001
- Income Tax Act, 1962



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- Value-Added Tax Act, 1991
- Electronic Communications and Transactions Act, 2002

This list may be amended from time to time as legislation changes.

APPROVAL

This PAIA Manual has been approved for implementation by Gastec Auto (Pty) Ltd.

Document	PAIA Manual
Company	Gastec Auto (Pty) Ltd
Registration Number	2020/189252/07
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Effective Date	3 August 2026
Review Date	Annually

Approved By

Managing Director

Name: _____

Signature: _____

Date: _____

Information Officer

Natasha Fourie

Position: Personal Assistant / Information Officer

Signature: _____

Date: _____

DOCUMENT REVISION HISTORY

Version	Effective Date	Description of Changes	Approved By
1.0	3 August 2026	Initial Issue	Managing Director



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DOCUMENT DISTRIBUTION

This Manual shall be made available to:

- Managing Director
- Information Officer
- Administration Department
- Company Website
- Employees (upon request)
- Members of the Public (upon request)

END OF DOCUMENT