



PROMOTION OF ACCESS TO INFORMATION ACT (Act 2 of 2000) Section 51 PAIA Manual for Bob Group (Pty) Ltd (2000/010005/07)

1. INTRODUCTION TO BOB GROUP (PTY) LTD

Bob Group (Pty) Ltd is an ecommerce ecosystem – a space where entrepreneurs can grow when they're given the tools and services they need to succeed online.

This Promotion of Access of Information Manual provides an outline of the type of records and the personal information that is held by the company and explains how to submit requests for access to these records in terms of the Promotion of Access to Information Act 2 of 2000 ("PAIA Act").

2. CONTACT DETAILS

CEO and Managing Director:

Mr Andrew Higgins
012 940 1060
legal@bob.co.za

Company Contact Information:

Billing Address:

Bob Group (Pty) Ltd
PO Box 6009
Rivonia
Johannesburg
2128

Physical Addresses:

Bob Group (Pty) Ltd - Bryanston
Ground Floor, Building 2
Silverpoint Office Park
22 Ealing Crescent
Bryanston
Johannesburg
2021

Bob Group (Pty) Ltd - Menlyn
8th Floor, Menlyn Central Office Tower
125 Dallas Avenue
Menlyn
Pretoria
0181

Tel. Number: (012) 940 1060
Email: legal@bob.co.za
Website: www.bob.co.za

Postal Address:

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3. THE PROMOTION OF ACCESS OF INFORMATION ACT

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. If a public body lodges a request, the public body must be acting in the public interest.

Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and fees are dealt with in paragraphs 6 and 7 of the Act.

3.1. Availability of guides to the PAIA Act

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 South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission: PAIA Unit
The Research and Documentation Department

Postal address:
Private Bag X2700
Houghton
2041

Telephone: +27 11 877-360
Fax: +27 11 403-6025
Website: www.sahrc.org.za
Email: PAIA@sahrc.org.za

3.2. Availability of this PAIA Manual

This manual is published on the company website at www.uafrica.com or is available for scrutiny at the offices of Bob Group (Pty) Ltd, 8th Floor, Menlyn Central Office Tower, 125 Dallas Avenue, Menlyn, Pretoria, 0181.

4. COMPANY RECORDS

Bob Group (Pty) Ltd holds details of its own registration as a company, together with its financial statements and all other documentation relating to its business as a company as outlined in the "Introduction to Bob Group (Pty) Ltd" above.

4.1. Company Record Classification Key

Postal Address:

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Classification Number	Access	Classification (PAIA section)
1	May be disclosed	Public Access Document
2	May not be disclosed	Request after commencement of criminal or civil proceedings [s7]
3	May be disclosed	Subject to copyright
4	Limited disclosure	Personal information that belongs to the requestor of that information [s61]
5	May not be disclosed	Unreasonable disclosure [s63(1)]
6	May not be disclosed	Likely to harm the commercial or financial interests of a third party [s64(a), s64(b)]
7	May not be disclosed	Likely to harm the company or third party in contract or other negotiations [s64(c)]
8	May not be disclosed	Would breach a duty of confidence owed to a third party in terms of an agreement [s65]
9	May not be disclosed	Likely to compromise the safety of individuals or protection of property [s66]
10	May not be disclosed	Legally privileged document [s67]
11	May not be refused	Environment testing/ investigation which reveals public safety/ environmental risks [s62(2), s68(2)]
12	May not be disclosed	Commercial information of a private body [s68]
13	May not be disclosed	Likely to prejudice research and development information of the company or a third party [s69]
14	May not be refused	Disclosure in public interest [s70]

4.2. Company records available without having to request access in terms of Section 52(2) of the Act.

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Department	Record	Classification Number
Human Resource	Records pertaining to past employees of the company	1
Legal	Trademark	1
Marketing	Public Information: (Already in the public domain)	1
Business	Website	1

4.3. Company records that may be requested in terms of Section 52(2) of the Act.

Department	Record	Classification Number
Human Resource	Employee Records	4, 5, 8, 9
	Employment Contracts	4, 5
	Employee Medical Records	4, 5, 8
	Payroll Records	4, 5
Financial	Audited Financial Statements	12
	Company Tax Records	4, 12
	Asset Register	12
	Management Accounts	12
Business	Customer Information and Database	4, 5, 12
	Details of Third-party Relationships	8

5. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 5.1. Use the prescribed form, available on the website of the South African Human Rights Commission at www.sahrc.org.za or download it [here](#).
- 5.2. Address your request to the CEO and Managing Director of Bob Group (Pty) Ltd.
- 5.3. Provide sufficient details to enable the company to identify:
 - 5.3.1. The record(s) requested;
 - 5.3.2. The requester (and if an agent is lodging the request, proof of capacity);
 - 5.3.3. The form of access required;
 - 5.3.3.1. The South African postal address or fax number of the requester;

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- 5.3.3.2. If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- 5.3.4. The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

6. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 6.1. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 6.2. If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 6.3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 6.4. Records may be withheld until the fees have been paid.
- 6.5. The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za or download it [here](#).

7. OTHER INFORMATION AS MAY BE PRESCRIBED

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

8. REMEDIES

The company does not have other internal procedures regarding PAIA Act requests. As such, the decision made by the CEO and Managing Director in section 2 is final. If a request is denied, the requestor is able to apply to a court with appropriate jurisdiction.

9. ACKNOWLEDGEMENTS

This Section 51 Manual is produced on a template supplied by the South African Human Rights Commission, whose assistance is acknowledged.

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