

PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) MANUAL FOR THE KUTANA GROUP

1. INTRODUCTION

This manual is prepared in accordance with the requirements of the Promotion of Access to Information Act, 2000 (PAIA), which gives effect to the constitutional right of access to information held by public and private bodies, subject to justifiable limitations.

2. COMPANY INFORMATION

Name : The Kutana Group
Head Office Address : Monte Circle, 20 Monte Casino Boulevard, Block B,
Ground Floor, Fourways, Johannesburg, South Africa, 2191
Telephone Number : 086 111 2343
Email Address : info@kutanagroup.co.za
Website : <http://www.kutanagroup.co.za/>
Information Officer : Lorna Potgieter

3. GUIDE TO PAIA AND HOW TO USE IT

A guide to PAIA is available from the South African Human Rights Commission (SAHRC) and contains information on how to exercise the right of access to information. The guide can be obtained from:

SAHRC Website : www.sahrc.org.za
Postal Address : Private Bag 2700, Houghton, 2041
Telephone Number : +27 (0)11 877 3600
Email : info@sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

The Kutana Group holds records in accordance with various laws, including but not limited to:

- Companies Act 71 of 2008
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act 75 of 1997
- Electronic Communications and Transactions Act 25 of 2002
- Protection of Personal Information Act 4 of 2013

5. CATEGORIES OF RECORDS HELD BY THE KUTANA GROUP

The following categories of records are held by The Kutana Group:

- Company Records: Incorporation documents, company policies, meeting minutes
- Financial Records: Annual financial statements, tax records, invoices
- Human Resources Records: Employment contracts, payroll records, training materials
- Customer and Supplier Records: Agreements, correspondence, transaction records
- Marketing and Operational Records: Advertising materials, project files, research documents

6. PROCEDURE FOR REQUESTING INFORMATION

To request access to information, please follow these steps:

- Complete Form C – This form is available from the SAHRC or The Kutana Group’s website.
- Submit the request – Send the completed form to the Information Officer via email or post.
- Payment of fees – A request fee may be applicable, as per PAIA regulations.
- Processing of request – The request will be reviewed, and access may be granted or refused in accordance with PAIA provisions.

7. GROUNDS FOR REFUSAL OF ACCESS TO INFORMATION

Requests may be refused under specific conditions, including:

- Protection of personal information of third parties
- Protection of confidential information of third parties
- Protection of commercial information of the company
- Requests that are frivolous or vexatious

8. AVAILABILITY OF THIS MANUAL

This manual is available for inspection at The Kutana Group’s offices, on its website, or upon request to the Information Officer.

9. CONTACT INFORMATION

For further inquiries or to submit a PAIA request, contact:

Information Officer : Lorna Potgieter
Email : info@kutanagroup.co.za
Telephone : 086 111 2343

10. UPDATES AND REVISIONS

This manual will be updated as required to comply with changes in legislation or company policies.

Last Updated: 1 August 2025