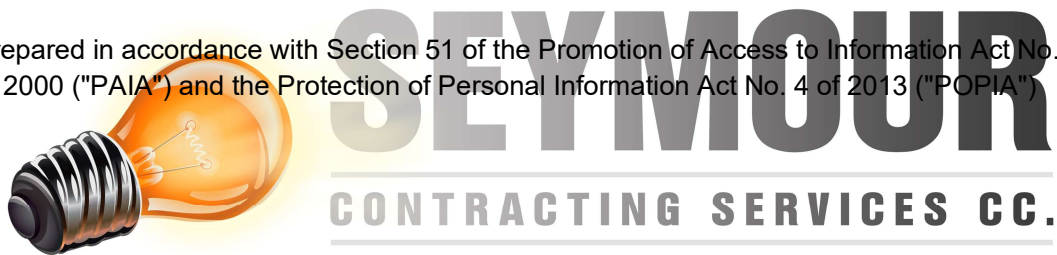




PROMOTION OF ACCESS TO INFORMATION MANUAL

Prepared in accordance with Section 51 of the Promotion of Access to Information Act No. 2 of 2000 ("PAIA") and the Protection of Personal Information Act No. 4 of 2013 ("POPIA")



1. Introduction

This manual has been prepared in accordance with the requirements of the Promotion of Access to Information Act No. 2 of 2000 (PAIA) and the Protection of Personal Information Act No. 4 of 2013 (POPIA).

It applies to Seymour Contracting Services C.C and provides guidance on how to request access to information held by the company.

2. Company Information

Company Name: Seymour Contracting Services C.C
Registration Number: CK 1989/032870/23
Physical Address: Shop 3, 7 Adderley Street, Horison, Roodepoort, 1724
Postal Address: 35 Judd Street, Horison, Roodepoort, 1724
Telephone Number: 082-332-3337
Email Address: info@seymourelec.co.za
Website: www.seymourelec.co.za



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3. Information Officer

Information Officer: Safiyah Seymour
Position: Admin Manager
Telephone Number: 067-097-6968
Email Address: saf.seymour@gmail.com

4. Guide of the South African Human Rights Commission

A guide to assist persons wishing to exercise their rights under the Act is available from the South African Human Rights Commission (SAHRC).

The guide contains information on how to access records from both public and private bodies. It is available in all official languages.

Website: www.sahrc.org.za
Telephone: 011 877 3600
Email: PAIA@sahrc.org.za

5. Records Available in Terms of Legislation

Seymour Contracting Services C.C retains records in accordance with the following legislation, among others:

- Companies Act 71 of 2008
- Income Tax Act 58 of 1962
- Basic Conditions of Employment Act 75 of 1997
- Employment Equity Act 55 of 1998
- Labour Relations Act 66 of 1995
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Occupational Health and Safety Act 85 of 1993
- Protection of Personal Information Act 4 of 2013

6. Subjects and Categories of Records Held

The company holds the following categories of records:

- Company registration documents
- Financial records
- Employment/HR records
- Health and safety compliance documents
- Client files (quotations, job cards, invoices)
- Supplier and subcontractor information
- Insurance policies
- Equipment/asset registers
- OHS compliance (risk assessments, safety plans)
- Project specifications and images



7. Request Procedures

To request access to records, please submit a completed request form (Form C) to the Information Officer at the contact details provided above.

A request fee and access fee may be payable. Access to certain records may be refused under specific circumstances as outlined in PAIA.

8. Automatically Available Information

The following information is freely available on request or via the website:

- Brochures and service packages (subject to change)
- Client references and project images

Note: No pricing or quotes are published due to variability.

9. POPIA Compliance Summary

Seymour Contracting Services C.C respects the right to privacy and processes personal information in accordance with POPIA.
The company collects, stores, and processes personal information only for lawful purposes related to its business activities.
The Information Officer is responsible for overseeing data protection compliance.

10. Availability of the Manual

This manual is available for inspection at the company offices free of charge and can be accessed via the company website or requested via email.

11. Manual Review

This manual was last updated on 10 July 2025 and will be reviewed annually or as required by legislative changes.



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