



# MTUNZINI GROUP

## PAIA MANUAL

Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)  
Private Body – Section 51 Manual

**PSIRA Registration Number: 3082701**

## **1. Introduction**

This Manual is published in compliance with Section 51 of the Promotion of Access to Information Act, 2000 (PAIA), as amended. It provides information required to assist persons wishing to request access to records held by Mtunzini Group.

## **2. Company Details**

Name of Private Body: Mtunzini Group CC

Registration Status: Private Company

Email Address: info@mtunzinigroup.com

Jurisdiction: Republic of South Africa

## **3. Information Officer**

The Information Officer in terms of PAIA is the Managing Director of Mtunzini Group.

Email: info@mtunzinigroup.com

## **4. Records Available Without a PAIA Request**

Certain records are available without the need to submit a formal PAIA request, including information available on the Company website, promotional material, and publicly available compliance documents.

## **5. Categories of Records Held**

Mtunzini Group maintains records relating to, but not limited to:

- Corporate governance and statutory records
- Financial and accounting records
- Human resources and employment records
- Operational, security, and service delivery records
- Information technology and communications records

## **6. Procedure to Request Access to Records**

Requests for access to records must be made using the prescribed PAIA request form and submitted to the Information Officer. The prescribed fees, if applicable, must be paid before processing.

## **7. Fees**

The fees applicable for access to records are prescribed by PAIA regulations and may change from time to time. A request fee and access fee may be payable.

## **8. Grounds for Refusal of Access**

Access to records may be refused on grounds permitted by PAIA, including protection of personal information, commercial confidentiality, security-related information, and privileged records.

## **9. Protection of Personal Information Act (POPIA)**

Mtunzini Group processes personal information in accordance with the Protection of Personal Information Act, 2013 (POPIA). Personal information is protected and processed lawfully. Detailed POPIA information is contained in the Company's Privacy Policy.

## Document Control

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Approved by	Managing Director – Mtunzini Group

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