

PAIA MANUAL

In terms of Section 51 of the Promotion of Access to Information Act 2 of 2000

1. INTRODUCTION

This manual is prepared in accordance with Section 51 of the Promotion of Access to Information Act 2 of 2000 (“PAIA”) and provides an outline of the records held by McMillan and Pereira Construction (PTY) Ltd and explains how to request access to such records.

2. COMPANY DETAILS

Company Name: McMillan and Pereira Construction (PTY) Ltd

Registration Number: 1963/005005/07

Physical Address: 13B Hillclimb Road, Westmead, Durban

Telephone: 031 940 7517

Email: info@mmpconstruction.co.za

3. INFORMATION OFFICER

Name: Nicolene Britz

Email: info@mmpconstruction.co.za

Telephone: 031 940 7517

4. GUIDE IN TERMS OF SECTION 10 OF PAIA

A guide on how to use PAIA is available from the Information Regulator:

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

Email: enquiries@inforegulator.org.za

5. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Records are kept in accordance with the following legislation (where applicable):

- Companies Act 71 of 2008
 - Basic Conditions of Employment Act 75 of 1997
 - Labour Relations Act 66 of 1995
 - Employment Equity Act 55 of 1998
 - Occupational Health and Safety Act 85 of 1993
 - Value Added Tax Act 89 of 1991
 - Income Tax Act 58 of 1962
 - Compensation for Occupational Injuries and Diseases Act 130 of 1993
-

6. RECORDS HELD BY THE COMPANY

6.1 Personnel Records

- Employee records
- Payroll records
- Employment contracts

6.2 Financial Records

- Financial statements
- Accounting records
- Tax records
- Banking records

6.3 Operational Records

- Project files
- Contracts with clients and suppliers
- Quotations and invoices

6.4 Company Records

- Memorandum of Incorporation
 - Share registers
 - Director records
-

7. REQUEST PROCEDURE

To request access to records:

1. Complete the prescribed PAIA request form (Form 2).
 2. Submit the form to the Information Officer at the contact details above.
 3. Provide sufficient detail to enable the company to identify the requested record.
-

8. FEES

Request fees may be payable in accordance with the prescribed fee structure under PAIA. The requester will be informed of any applicable fees.

9. GROUNDS FOR REFUSAL OF ACCESS

Access to records may be refused in terms of PAIA on the following grounds:

- Protection of personal information
 - Protection of commercial information
 - Protection of confidential information
 - Legal privilege
-

10. REMEDIES AVAILABLE

If a request is denied, the requester may apply to a court for relief.

11. AVAILABILITY OF THE MANUAL

This manual is available upon request and may be published on the company website.


15/04/2026

12. POPIA COMPLIANCE

The company processes personal information in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA).

Personal information is collected for lawful purposes and is protected against unauthorised access.

Signature of Information Officer: _____



Anthony McMillan

T: +27(0)83 774 5981

E: anthony@mmpconstruction.co.za

Luis Pereira

T: +27(0)82 304 9995

E: luis@mmpconstruction.co.za

A: 13B Hillclimb Road, Westmead 3610

W: www.mmpconstruction.co.za