



Morubetsi Projects (Pty) LTD
2020/929781/07

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PAIA MANUAL SECTION 51 MANUAL

FOR

MORUBETSI PROJECTS

IT Services • Wireless Internet • Landline • CCTV

Morubetsi
Projects

Prepared By

Advocate Maroga
Founder & CEO
Morubetsi Projects

1. Introduction

This Manual is published in terms of **Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)** (“the Act”). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State or by private bodies, where such information is required for the exercise or protection of any right.

Any reference to information beyond that specifically required in terms of Section 51 of the Act **does not create any contractual or other entitlement** to receive such information, except in terms of the Act.

2. Overview

Morubetsi Projects (PTY) LTD is a private company incorporated under the company laws of the Republic of South Africa.

Morubetsi Projects provides a range of electronic communications, technology, and related business services to clients, including residential, small business, and corporate customers.

Morubetsi Projects is committed to providing access to its records in accordance with the Act, while **protecting confidential information** of clients, employees, and other third parties.

3. Availability of this Manual

This Manual is available:

- On the company website: morubetsi.co.za
- By email request to the **Information Officer**
- At the head office of Morubetsi Projects

The Manual is updated from time to time to ensure compliance with the Act.

4. How to Request Access to Records

Requests must be made using the prescribed **Form C**, which is available:

- On the company website
- At the head office
- From the SAHRC website: www.sahrc.org.za
- From the Department of Justice and Constitutional Development website: www.doj.gov.za

A **request fee** may apply. Requests can be submitted before payment, but payment of the prescribed fee is required before processing.

Requests must include sufficient detail to:

- Identify the record requested
- Identify the requester
- Specify the form of access required
- Provide any other particulars required for communication

Where a request is made on behalf of another person, proof of capacity must be submitted to the satisfaction of the **Information Officer**.

5. Contact Details – Morubetsi Projects

Private Body Name: Morubetsi Projects (PTY) LTD

Company Number: 2020/979281/07

Email: advocate.m@morubetsi.co.za

Postal Address: 43B Magologlo, Driekop, 1129 Burgersfort, Limpopo

Street Address: 43B Magologlo, Driekop, 1129 Burgersfort, Limpopo

Phone: 071 442 8154

Fax: 012 004 3944

6. How to Access the Guide

The guide described in Section 10 of the Act is available from the **South African Human Rights Commission (SAHRC)**:

PAIA Unit – Research and Documentation Department

Postal Address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Email: paia@sahrc.org.za

Website: www.sahrc.org.za

7. Voluntary Disclosure

Morubetsi Projects has not published a notice in terms of Section 52(2), but certain information relating to the company and its services is available on the website. Additional public information may also be provided through marketing, advertising, and other communications.

8. Records Available in Terms of Legislation

Information may be available under:

- Companies Act, 71 of 2008
- Income Tax Act, 58 of 1962
- Value Added Tax Act, 89 of 1991
- Labour Relations Act, 66 of 1995
- Basic Conditions of Employment Act, 75 of 1997
- Employment Equity Act, 55 of 1998
- Skills Development Levies Act, 9 of 1999
- Unemployment Insurance Act, 30 of 1966
- Electronic Communications and Transactions Act, 25 of 2002
- Electronic Communications Act, 36 of 2005
- ICASA Act, 13 of 2000
- Regulation of Interception of Communications and Provision of Communication-related Information Act, 70 of 2002

9. Records Held by Morubetsi Projects

Internal Records:

- Memorandum and Articles of Association
- Financial and operational records
- Licenses, permits, and certifications
- Intellectual property
- Marketing materials and internal communications
- Policies, procedures, and statutory records

Personnel Records:

- Records of all employees, contractors, and temporary staff
- Personal information provided to the company
- Employment contracts, conditions, evaluations, and disciplinary records

Customer Records:

- Customer contact details and contracts
- Billing, payment, and transactional records
- Credit and risk assessments
- Customer profiling and research
- Confidential, privileged, and contractual records

Technical Records:

- Network and service monitoring logs

- Technical specifications and configurations
- IP addressing and system access records

Other Parties:

- Records relating to suppliers, contractors, joint ventures, and service providers
- Market research and third-party data

Other Records:

- Research conducted internally or commissioned
- Commercial strategies and plans
- Proposals and reports

10. Form C – Request for Access to Records

Requests must use **Form C**, in accordance with Section 53(1) of the Act.

A. Particulars of Private Body

B. Particulars of Requester: Full name, ID, postal address, phone, email, and capacity if requesting on behalf of another person.

C. Particulars of Person on Whose Behalf Request is Made: Only if applicable.

D. Particulars of Record: Full description, reference numbers, and other information to identify the record.

E. Fees: Specify payment or exemption.

F. Form of Access: Specify written, visual, audio, or electronic forms.

G. Particulars of Right to be Exercised or Protected: Explain the right and why the record is needed.

H. Notice of Decision: Indicate how the requester prefers to be informed.

11. Protection of Morubetsi Projects

This Manual is designed to **fully protect Morubetsi Projects**, ensuring:

- Confidentiality of customer, employee, and company records
- Compliance with PAIA and other legislation
- Protection against claims or legal action for disclosure
- Clear guidelines for employees, clients, and third parties