PKSP (Pty) Ltd

trading as Price Knowledge Services Project

PAIA MANUAL

Prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (as amended)

Date of compilation: 25 September 2026
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Registration No: 2025/573045/07
4 Kareehof Flats, CE2, Vanderbijlpark, 1900
www.pksp.co.za

1. List of Acronyms and Abbreviations

CIDB	Construction Industry Development Board
CIPC	Companies and Intellectual Property Commission
CSD	Central Supplier Database
DIO	Deputy Information Officer
IO	Information Officer
Minister	Minister of Justice and Correctional Services
PAIA	Promotion of Access to Information Act No. 2 of 2000 (as amended)
POPIA	Protection of Personal Information Act No. 4 of 2013
Regulator	Information Regulator (South Africa)
Republic	Republic of South Africa

2. Purpose of this PAIA Manual

This PAIA Manual is made available so that members of the public can:

- check the categories of records held by PKSP which are available without a person having to submit a formal PAIA request;
- understand how to make a request for access to a record held by PKSP;
- know the categories of records held by PKSP that are available in accordance with other legislation;
- access the contact details of PKSP's Information Officer, who will assist the public with requests to access records;
- know how to access the Regulator's Guide on how to use PAIA;
- know whether PKSP processes personal information, for what purpose, and the categories of data subjects and information involved;
- know the recipients or categories of recipients to whom personal information may be supplied;
- know whether PKSP transfers personal information outside the Republic of South Africa; and
- know the general security measures PKSP has in place to protect personal information it processes.

3. Key Contact Details for Access to Information at PKSP (Pty) Ltd

3.1 Information Officer

Name:	Phakama David Gxagxa
Title:	Director & Operations Manager
Tel:	+27 87 551 2648
Email:	pdgxagxa6@gmail.com

3.2 Deputy Information Officer

PKSP has not designated a Deputy Information Officer at this time. Should this change, this manual will be updated accordingly.

3.3 General Access to Information Contact

Email: info@pksp.co.za

3.4 Head Office / Registered Address

Postal Address:	4 Kareehof Flats, CE2, Vanderbijlpark, 1900
Physical Address:	4 Kareehof Flats, CE2, Vanderbijlpark, 1900
Telephone:	+27 87 551 2648
Email:	info@pksp.co.za
Website:	www.pksp.co.za

4. Guide on How to Use PAIA

The Information Regulator has, in terms of section 10(1) of PAIA, published a Guide on how to use PAIA (the "Guide"), which explains the objects of PAIA and POPIA, the manner and form of making a request for access to a record, the assistance available from an Information Officer and from the Regulator, and the remedies available in law regarding an act or failure to act in respect of a right or duty under PAIA and POPIA.

The Guide is available in each of the official languages and in braille, and can be obtained:

- upon request to PKSP's Information Officer (contact details in section 3.1 above); or
- from the Information Regulator's website: inforegulator.org.za

A copy of the Guide is available for public inspection during normal business hours at PKSP's registered address, in English and Afrikaans.

5. Categories of Records Available Without a Formal Request

The following categories of records held by PKSP are publicly available without a person having to submit a formal PAIA request:

Category of Record	Type of Record	Available on Website	Available on Request
Company profile	General company and services information	X	X
Accreditation summaries	CIDB grading, B-BBEE level (summary)	X	X
Legal notices	Privacy Policy, Legal & Company Information	X	X
This PAIA Manual	PAIA Manual	X	X

6. Records Available in Accordance With Other Legislation

PKSP holds the following categories of records which are created and made available in accordance with other South African legislation:

Category of Records	Applicable Legislation
Memorandum of Incorporation and CIPC company records	Companies Act 71 of 2008
CIDB registration and grading records	Construction Industry Development Board Act 38 of 2000
B-BBEE certificate / sworn affidavit	Broad-Based Black Economic Empowerment Act 53 of 2003
Central Supplier Database registration	National Treasury / Public Finance Management Act 1 of 1999
This PAIA Manual	Promotion of Access to Information Act 2 of 2000
Employee records	Basic Conditions of Employment Act 75 of 1997; Labour Relations Act 66 of 1995
Financial and tax records	Companies Act 71 of 2008; Tax Administration Act 28 of 2011

7. Subjects on Which PKSP Holds Records

PKSP holds records on the following subjects, with the categories of records held on each:

Subject	Categories of Records
Company / Corporate	CIPC registration documents, Memorandum of Incorporation, director appointments
Accreditation & Compliance	CIDB registration, CSD registration, B-BBEE certificate/affidavit
Contracts & Tenders	Signed contracts, tender submissions, quotations, purchase orders
Projects	Project records, site records, project correspondence, completion records
Finance	Invoices, financial statements, banking and tax records
Human Resources	Employee records, employment contracts, HR policies
Client & Website Enquiries	Quote requests and enquiries submitted through the PKSP website

8. Processing of Personal Information

8.1 Purpose of Processing Personal Information

PKSP processes personal information for the purposes of concluding and administering contracts with clients and suppliers, responding to website enquiries and quote requests, managing employment relationships, complying with statutory and regulatory obligations (including CIDB, CSD and B-BBEE requirements), and general business administration.

8.2 Categories of Data Subjects and Personal Information Processed

Category of Data Subject	Personal Information Processed
Clients / Customers	Name, contact details, company details, delivery/project location, banking details for payment
Service Providers / Suppliers	Name, registration and VAT numbers, address, banking details
Employees	Name, ID number, address, qualifications, employment and payroll information
Website Enquiries	Name, contact person, email, phone, company name, enquiry details, uploaded documents

8.3 Recipients of Personal Information

Category of Personal Information	Recipients / Categories of Recipients
Company and compliance records	CIPC, CIDB, National Treasury (CSD), B-BBEE verification agencies
Financial records	PKSP's accountant/auditor, South African Revenue Service
Employee records	Payroll service provider, relevant statutory bodies where required by law

8.4 Transborder Flows of Personal Information

PKSP's website is hosted using cloud infrastructure which may store data outside the Republic of South Africa. Where this occurs, PKSP takes reasonable steps to ensure such processing complies with the conditions for lawful processing set out in POPIA.

8.5 Information Security Measures

PKSP implements reasonable technical and organisational measures to protect the confidentiality, integrity and availability of personal information under its care, including restricted access to records, secure storage of physical and digital records, and secure transmission of information submitted via the PKSP website.

9. Availability of This Manual

A copy of this Manual is available:

- on PKSP's website: www.pksp.co.za;
- at PKSP's registered address, for public inspection during normal business hours: 4 Kareehof Flats, CE2, Vanderbijlpark, 1900;
- to any person upon request, subject to payment of the prescribed fee (if applicable); and
- to the Information Regulator, upon request.

A fee for a printed copy of this Manual, as contemplated in Annexure B of the PAIA Regulations, is payable per A4-size photocopy made.

10. Updating of This Manual

The Information Officer of PKSP (Pty) Ltd will review and update this Manual on a regular basis, and whenever there is a material change to the information it contains.

Issued by:

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Phakama David Gxagxa

Director & Operations Manager, PKSP (Pty) Ltd

Information Officer