

Bridgelytic PAIA Manual

Version 2.0 June 2024

Access to Information Manual

Private Body – prepared in accordance with Section 51 of The Promotion of Access to Information Act 2 of 2000 (“PAIA”)

1. BACKGROUND

- 1.1. **Intention.** This manual is intended to assist persons wishing to access information in terms of PAIA from Brigelytic.
- 1.2. **Background to Bridgelytic.** Bridgelytic is a boutique Zululand based consulting firm that helps streamline operations and productize services for small to medium sized professional services businesses.

2. SECTION 51(1)(a) INFORMATION

Name of Company	AXZ Pty Ltd t/a Bridgelytic
Physical Address	4th Floor, Lakeview Terrace, Penny Ln, Richards Bay Central, Richards Bay, 3900
Postal Address	4th Floor, Lakeview Terrace, Penny Ln, Richards Bay Central, Richards Bay, 3900
Head	Brendon Peter de Beer
Contact Number	+27 73 150 2710
Email	brendon@bridgelytic.com

3. TERMS

In this manual:

- 3.1. terms defined in PAIA shall have the meaning set out herein;
- 3.2. references to sections shall be a reference to sections of PAIA;
- 3.3. the following terms shall have the following meanings:
 - 3.3.1. **“Manual”** means this manual as amended and made available at Bridgelytic’s Website from time-to-time;

- 3.3.2. **“Offices”** means the offices of Bridgelytic located at 4th Floor, Lakeview Terrace, Penny Ln, Richards Bay Central, Richards Bay, 3900;
- 3.3.3. **“POPIA”** means the Protection of Personal Information Act 4 of 2013;
- 3.3.4. **“SAHRC”** means the South African Human Rights Commission;
- 3.3.5. **“Website”** means www.bridgelytic.com or bridgelytic.com.

4. **SECTION 51(1)(b) INFORMATION**

- 4.1. **Information Regulator.** The Information Regulator has assumed the functions of the SAHRC, accordingly the guide referred to in section 10 of PAIA, as updated, is not available at the offices and/or website of the Information Regulator. For any queries in this regard, the following contact information has reference:

The Research and Documentation Department	
Physical Address	JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
Postal Address	P.O. Box 31533, Braamfontein, Johannesburg, 2017
Telephone Number	010 023 5200
Website	www.justice.gov.za/inforeg/
Email (complaints)	Complaints.IR@justice.gov.za
Email (general enquiries)	inforeg@justice.gov.za

5. **SECTION 51(1)(c) INFORMATION**

Bridgelytic has not published any notice in terms of Section 52.

6. **SECTION 51(1)(d) INFORMATION**

- 6.1. **Records.** Bridgelytic keeps records in accordance with legislation applicable to it, which includes, but is not limited to, the legislation set out in **Annexure A**.
- 6.2. **Publicly Available Information.** Where records kept in terms of the above-mentioned legislation are of a public nature, this information may be available without the requirement of a request in terms of PAIA.

7. SECTION 51(e) INFORMATION

- 7.1. **Subjects and Categories of Information.** Bridgelytic holds various subjects and categories of records of information. Access to some of this information may overlap with our Privacy Policy which can be viewed at https://docs.google.com/document/d/1L9x20eIgIRfMGq1FWWWaBlq_04N26ZMyjm9746gH_uBo/edit?usp=sharing
- 7.2. **Non-numerus Clauses.** The inclusion of any subject or category of records should not be taken as an indication that the records falling within those subjects and/or categories will be made available under PAIA. A ground of refusal may entitle us to refuse access to records requested.
- 7.3. **Details.** A full list of subjects and categories of records maintained by Bridgelytic are set out in **Annexure B**.

8. REQUEST PROCEDURE

- 8.1. **Initial Process.** The requester must make use of the prescribed form, available [here](#), to make a request to access a record held by Bridgelytic. The request must be made to:

Information Officer	Brendon Peter de Beer
Contact	brendon@bridgelytic.com
Subject Line	Request for access to record in terms of PAIA

- 8.2. **Sufficient Information.** The requester must:

- identify the right they're looking to exercise or protect; and
- provide an explanation as to why the requested record is required to exercise or protect that right; and
- provide the manner in which they wish to be informed of the result of their request.

- 8.3. **Proof of Capacity.** If a request is made on behalf of another person, the requester must submit proof of the capacity and document authorising such capacity, if any, to the satisfaction of the Information Officer.

9. FEES

- 9.1. **Personal Information.** If a requester seeks access to a record containing personal information about that requester, they will not be required to pay an access fee.

- 9.2. **Requesters.** Any other requester, who is not seeking personal information, must pay the required request fee:
- 9.2.1. the Information Officer will by written notice require each requester (other than a requester requesting personal information) to pay the prescribed request fee (if any) before further processing the request;
- 9.2.2. the fee that the requester must pay to a private body is R50, provided that the requester may lodge an application to the court against the tender or payment of the request fee;
- 9.2.3. after the Information Officer has made a decision on the request, the requester will be notified in the required form. If the request is granted, then a further access fee must be paid for reproduction and for search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

10. **AVAILABILITY OF MANUAL**

- 10.1. The Manual is available for inspection at our website.

11. **CHANGES TO THIS MANUAL**

This Manual may be updated and amended from time-to-time, provided that where Bridgelytic does so, it will ensure that such changes are carried out in accordance with PAIA and POPIA.

ANNEXURE A – Legislation

Arbitration Act	Act 42 of 1965
Basic Conditions of Employment Act	Act 75 of 1997
Compensation for Occupational Injuries and Diseases Act	Act 130 of 1993
Copyright Act	Act 61 of 1978
Electronic Communication and Transactions Act	Act 25 of 2002
Employment Equity Act	Act 55 of 1998
Financial Intelligence Centre Act	Act 38 of 2001
Income Tax Act	Act 58 of 1962
Insolvency Act	Act 24 of 1936

Insurance Act	Act 27 of 1943
Interception and Monitoring Prohibition Act	Act 127 of 1992
Labour Relations Act	Act 66 of 1995
Long Term Insurance Act	Act 52 of 1998
Legal Practice Act	Act 28 of 2014
Occupational Health and Safety Act	Act 85 of 1993
Pension Funds Act	Act 24 of 1956
Prevention of Organised Crime Act	Act 121 of 1998
Promotion of Access to Information Act	Act 2 of 2000
Protection of Personal Information Act	Act 4 of 2013
Skills Development Act	Act 97 of 1998
Unemployment Insurance Contributions Act	Act 4 of 2002
Unemployment Insurance Act	Act 30 of 1996
Value Added Tax Act	Act 89 of 1991

ANNEXURE B – subjects and categories of records maintained by Bridgelytic

A Financial Records

1	Accounting records, books and documents of Bridgelytic
2	Interim and annual financial reports of Bridgelytic
3	Details of auditors of Bridgelytic
4	Auditors' report in respect of audits conducted on Bridgelytic

5	Invoices in respect of both creditors and debtors of Bridgelytic
6	Tax returns of Bridgelytic
7	Other documents and agreements relating to taxation
8	Other financial records of Bridgelytic

B Banking Details of Bridgelytic

1	Indebtedness to bankers
2	Bank facilities and accounts details
3	Bank statements
4	The level of overdraft and other borrowings of Bridgelytic
5	Other financial commitments
6	Other banking records

C Human Resources / Employment Records

1	List of employees
2	Contracts of employment with employees of Bridgelytic
3	Personnel files in respect of each employee of Bridgelytic
4	Disciplinary records and documentation pertaining to disciplinary proceedings
5	Documents relating to employee benefits
6	Tax information of employees
7	Training manuals and rosters
8	Employee policies and procedures
9	Other information relation to the employees of Bridgelytic

D Intellectual Property

1	Trade-mark, copyrights and designs held by Bridgelytic
2	Records relating to domain names held by Bridgelytic
3	Licenses relating to intellectual property rights
4	Other agreements relating to intellectual property rights

E Information pertaining to clients of De Ber & Co

1	Agreements with clients of Bridgelytic
2	Documentation and other information received from clients, including documentary information required in compliance with the Financial Intelligence Center Act 38 of 2001
3	Documentation and other information received from third parties
4	Correspondence with clients
5	Correspondence with third parties
6	Research conducted on behalf of clients of Bridgelytic
7	Information prepared by partners and employees of Bridgelytic for clients, including opinions, memoranda and reports
8	Records pertaining to legal proceedings involving clients of Bridgelytic
9	Other information relating to, or held on behalf of, clients of Bridgelytic

F Library and know how information

1	Precedent agreements, opinions and litigation documents
2	Information circulars
3	Publications
4	Other information held by the library of Bridgelytic

G Insurance Records

1	Life insurance and disability income protection of partners
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2	Insurance in respect of the property occupied by Bridgelytic
3	Insurance in respect of the movable property of Bridgelytic
4	Professional indemnity insurance of Bridgelytic
5	Fidelity insurance in respect of trust monies and client investment monies held by Bridgelytic

H Immovable and Movable Property

1	Agreements for the lease of immovable property by Bridgelytic
2	Agreements for the lease or sale of movable property by Bridgelytic
3	Credit sale agreements and/or hire purchase agreements
4	Other agreements for the purchase, ordinary sale, conditional sale

I Information Technology

1	Computer software, support and maintenance agreements
2	Other documentation pertaining to computer systems and computer programmes held by Bridgelytic
3	Client Databases
4	Supplier Databases

J Miscellaneous Agreements

1	Loans from third parties (including banks)
2	Loans to third parties
3	Suretyship agreements
4	Security agreements, guarantees and indemnities
5	Agency, management and distribution agreements
6	Marketing Agreements

7	Agreements with suppliers of Bridgelytic
8	Confidentiality and/or non-disclosure agreements
9	Any other relevant agreements

K Miscellaneous Agreements

1	Correspondence of Bridgelytic, including internal and external memoranda
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L Information relating to legal proceedings

1	Records relating to legal proceedings involving Bridgelytic
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