



INDYEBO PROJECTS PAIA MANUAL

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

DATE OF COMPILATION: 20/07/2026

DATE OF REVISION: 20/07/2026

1. LIST OF ACRONYMS AND ABBREVIATIONS

- **1.1 "CEO"**: Chief Executive Officer
- **1.2 "DIO"**: Deputy Information Officer
- **1.3 "IO"**: Information Officer
- **1.4 "Minister"**: Minister of Justice and Correctional Services
- **1.5 "PAIA"**: Promotion of Access to Information Act No. 2 of 2000 (as amended)
- **1.6 "POPIA"**: Protection of Personal Information Act No. 4 of 2013
- **1.7 "Regulator"**: Information Regulator of South Africa
- **1.8 "Republic"**: Republic of South Africa

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is structured to guide the South African public on the types of records Indyebo Projects handles, how to submit formal requests for information access, and how proprietary engineering data and trade secrets are protected against exposure.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION

3.1. Chief Information Officer

- **Name**: Sakhumzi Klaasen
- **Title**: Managing Director / CEO
- **Telephone**: 071 505 6954
- **Email**: info@indyeboprojects.co.za

3.2. Deputy Information Officer

- **Name**: None Designated
- **Telephone**: 071 505 6954
- **Email**: info@indyeboprojects.co.za

3.3. Access to Information General Contacts

- **Email**: info@indyeboprojects.co.za

3.4. National Head Office

- **Physical Address:** Unit 2 Norma Jean Square, 244 Jean Avenue, Centurion, 0157
- **Postal Address:** Unit 2 Norma Jean Square, 244 Jean Avenue, Centurion, 0157
- **Telephone:** 071 505 6954
- **Email:** info@indyeboprojects.co.za
- **Website:** www.indyeboprojects.co.za

4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- **4.1.** The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA (“Guide”), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- **4.2.** The Guide is available in each of the official languages and in braille.
- **4.3.** The Guide can be obtained upon request to the Information Officer or directly from the website of the Regulator (info regulator.org.za).
- **4.4.** A copy of the Guide is also available in English and in isiZulu for public inspection during normal office hours.

5. CATEGORIES OF RECORDS OF INDYEBO PROJECTS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

The following categories of records are automatically available on our website and do not require a formal PAIA request framework to access:

Category of Records	Types of the Record	Available on Website	Available upon Request
Marketing Materials	Corporate Capability Profiles & Project Case Highlights	X	X
Corporate Policies	Website Terms & Conditions	X	X
Corporate Policies	Privacy Policy & Website Disclaimer	X	X
Statutory Framework	This PAIA Manual	X	X

6. DESCRIPTION OF THE RECORDS OF INDYEBO PROJECTS WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

We maintain statutory documents created and available in accordance with the following pieces of South African legislation:

Category of Records	Applicable Legislation
Corporate Registration	Companies Act No. 71 of 2008
Professional Framework	Engineering Profession Act No. 46 of 2000
Operational Safety	Occupational Health and Safety Act No. 85 of 1993
Information Transparency	Promotion of Access to Information Act No. 2 of 2000
Personal Data Governance	Protection of Personal Information Act No. 4 of 2013
Tax Compliance	Value Added Tax Act No. 89 of 1991 / Income Tax Act No. 58 of 1962
Labor Relations	Basic Conditions of Employment Act No. 75 of 1997 / Labor Relations Act No. 66 of 1995

7. DESCRIPTION OF THE SUBJECTS ON WHICH INDYEBO PROJECTS HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT

(Note: These require a formal Form 2 Request to be accessed by external parties).

Subjects on Which Records are Held	Categories of Records
Engineering Portfolios	Structural engineering calculations, Civil and Mechanical AutoCAD schematics, Environmental Impact Assessments (EIAs), electrical grid reticulation logs, technical asset specification sheets, and project design reviews.
Project & Site Management	Corporate engineering tender submissions, site health and safety logs, incident reports, project variance logs, structural material sourcing bills, sub-contractor agreements, and engineering inspection reports.
Finance & Corporate	Signed corporate master agreements, customer accounts ledger, credit profiles,

vendor disbursement logs, annual financial statements, tax returns, and corporate VAT journals.

Human Resources	Employment contracts, Professional ECSA registration validations, internal workplace safety guidelines, payroll registries, employee tax profiles, and training logs.
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8. PROCESSING OF PERSONAL INFORMATION

8.1. Purpose of Processing Personal Information

We process personal and corporate information to formulate engineering consulting proposals, evaluate infrastructure project parameters, manage high-value corporate tender processing, coordinate site safety requirements under OHSA, track project accounts, and fulfill tax reporting metrics.

8.2. Description of the Categories of Data Subjects and Information Processed

Categories of Data Subjects	Personal Information That May Be Processed
Corporate Clients	Corporate entity names, trading designations, registration values, full names of representatives, professional titles, contact telephone numbers, physical project addresses, VAT details, and corporate bank numbers.
Service Providers / Subcontractors	Corporate trading profiles, registration certificates, company safety certification metrics, trade histories, physical operation addresses, VAT details, and banking disbursement credentials.
Employees / Engineers	Full names, identity numbers, home residential addresses, qualification parameters, professional ECSA registration numbers, tax profiles, emergency contact details, and payroll data.

8.3. The Recipients or Categories of Recipients to Whom Personal Information May Be Supplied

Category of Personal Information	Recipients to Whom Data May Be Supplied
Structural designs, engineering parameters	Engineering Council of South Africa (ECSA), Municipal Planning Boards, and Vetting Inspectors
Employee earnings records, corporate tax data	South African Revenue Service (SARS)
Site safety metrics, incident records	Department of Employment and Labour (OHSA Inspectors)
Financial and payment routing	

transactions

Registered Corporate Banking Institutions

8.4. Planned Transborder Flows of Personal Information

We do not actively transfer personal data outside the borders of South Africa. Large structural engineering schematics, tender database trackers, and email networks are backed up securely using reputable international cloud hosting infrastructures (such as Microsoft Azure or Google Workspace cloud servers) maintaining security compliance certificates matching South African standards.

8.5. General Description of Information Security Measures Implemented

We implement technical and organizational precautions to maintain absolute integrity over corporate and engineering record archives. Safeguards include endpoint anti-virus and anti-malware programs, enterprise-level firewall deployments, network data encryption protocols, restricted password permissions for technical file systems (such as AutoCAD servers), and secure locks for physical filing frameworks housing tender or contract documents.

9. AVAILABILITY OF THE MANUAL

- **9.1.1.** A copy of this manual is available publicly on our official website: indyeboprojects.co.za.
- **9.1.2.** A copy is kept at our main head office located at Unit 2 Norma Jean Square, 244 Jean Avenue, Centurion, 0157, for public inspection during normal business hours.
- **9.1.3.** Provided to any person upon request and upon the payment of the reasonable prescribed copying fee.
- **9.1.4.** Submitted formally to the Information Regulator upon request.

A fee for a copy of the Manual, as contemplated in Annexure B of the Regulations, shall be payable per each A4-size photocopy made.

10. UPDATING OF THE MANUAL

The head of Indyebo Projects (Pty) Ltd will regularly update this manual to reflect structural changes in corporate legislation or operational contact points.

Issued by:

Sakhumzi Klaasen

Chief Executive Officer, Indyebo Projects (Pty) Ltd