PAIA MANUAL

Shelela Investments CC

Issued 4 October 2026

Prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (PAIA), as amended. This manual describes access to records held by the named entity.

1. The body and contact point

Registered name: Shelela Investments CC
Registration number: 2011/088278/23
Business activity: Projects, procurement and supply, plant and equipment, consulting and commercial ventures.

Information Officer: Victor Theo Gareth Malaza
PAIA requests and direct email: info@shelelainvestments.co.za
Direct telephone: 083 561 6550
Website: https://shelelainvestments.co.za/
Physical and postal contact address: 29 Curzon Road, Bryanston, Johannesburg, Gauteng, 2191, South Africa

No Deputy Information Officer is listed in this manual. Please direct requests to the Information Officer. The address above is the business contact address.

2. Purpose and how to request access

This manual explains what kinds of records the body may hold, which records are publicly available and how a requester may seek access under PAIA. A request for a private-body record must identify the record and the right the requester seeks to exercise or protect. Use the Regulator's current prescribed private-body request form and send it to the contact above. The Information Officer will assess the request, any lawful grounds for refusal and any prescribed fees, then respond within the periods required by PAIA.

The Information Regulator's PAIA Guide explains the request process, fees, complaints and other remedies. It is available from the Regulator at https://inforegulator.org.za/paia/ and on request from the Information Officer. A requester may complain to the Regulator or seek relief from a court where the law allows.

3. Records available without a PAIA request

The body's public website provides information it chooses to publish there, including descriptions of services, public contact details and published notices. Public company particulars may also be available from CIPC. Other private records require an access request under PAIA unless the body expressly makes them available without one.

4. Records held under other laws

Records are maintained as applicable under the Close Corporations Act 69 of 1984, the Income Tax Act 58 of 1962, the Tax Administration Act 28 of 2011, the Labour Relations Act 66 of 1995, the Basic Conditions of Employment Act 75 of 1997, the Protection of Personal Information Act 4 of 2013 and PAIA. Listing a law does not make every record public.

5. Subjects and record categories

• Website enquiries and opportunity assessment: correspondence, agreements, operational records or statutory records where generated by this activity.

• Project, procurement and supply records: correspondence, agreements, operational records or statutory records where generated by this activity.

• Equipment and consulting arrangements: correspondence, agreements, operational records or statutory records where generated by this activity.

• Venture and commercial correspondence: correspondence, agreements, operational records or statutory records where generated by this activity.

• Finance, suppliers and administration: correspondence, agreements, operational records or statutory records where generated by this activity.

6. Personal-information processing

Personal information may be processed to answer enquiries, assess opportunities, perform contracts, manage suppliers or workers, operate the website, maintain business records and comply with law. Depending on the activity, it can include names, contact details, role or organisation details, correspondence, transaction or project records and technical website data.

Data-subject categories relevant to this body include:

• Website enquirers

• Clients and prospective clients

• Suppliers, contractors and partners

• Workers and applicants

7. Recipients, transfers and safeguards

Where necessary for the purposes above, information may be disclosed to website and cloud providers, email and communications platforms, payment and fulfilment providers where relevant, professional advisers, contracting parties and authorities entitled to it by law. These recipients receive only information relevant to their role.

Some cloud, analytics, communications or payment providers may process or store information outside South Africa. The categories potentially affected include contact details, correspondence, site-usage data and transaction or project records. The destination depends on the provider and service configuration. The Information Officer can provide details relevant to a particular request.

The body applies reasonable organisational and technical measures for the confidentiality, integrity and availability of records, including limiting access to authorised people and using account and website protections. These measures are reviewed as systems and providers change.

8. Availability and updates

An electronic copy is available on the relevant website and on request from the Information Officer. Inspection at the stated business contact address may be arranged. This manual will be reviewed when the body's records, providers, contact details or legal duties change.

Issued by: Victor Theo Gareth Malaza, Information Officer, on 4 October 2026.

Source guidance: Information Regulator, PAIA Manual Template for Private Bodies, https://inforegulator.org.za/wp-content/uploads/2020/07/PAIA-Manual-Template-Private-Body.pdf