

PAIA MANUAL

1. Introduction

This PAIA Manual provides information to enable members of the public to request access to records held by Dunlop Belting Products (Pty) Ltd (“DBP”) in accordance with PAIA and POPIA.

2. Company Information

Name: Dunlop Belting Products (Pty) Ltd

Registration Number: 2002/023707/07

Physical Address: 22 Lincoln Road, Benoni

Website: www.dbp.co.za

Information Officer: Mr. Luke Ewan

Email: LukeE@dbp.co.za

Tel: 011 741 2500

3. Guide on How to Use PAIA

The Information Regulator’s PAIA Guide can be accessed at:

<https://inforegulator.org.za/>

4. Records Automatically Available

The following records are available without a formal PAIA request:

- Company profile and public information
- Product brochures and technical data sheets
- Safety and compliance information
- Public statements and notices
- Job postings

5. Records Available on Request

Categories of records held by DBP (public and private):

5.1 Corporate Records

- CIPC documents
- Shareholder records
- Memorandum of Incorporation

5.2 Financial Records

- Annual financial statements
- Tax returns
- Invoices, receipts, purchase orders

5.3 Human Resources Records

- Employment contracts
- Training records



- Disciplinary records
- Payroll and benefits information

5.4 Operational Records

- Quality assurance and testing documentation
- SHEQ records
- Production and maintenance records
- Supplier agreements

5.5 Customer and Supplier Records

- Contracts and service agreements
- Delivery documentation
- Warranty and service records

5.6 IT and Security Records

- Access logs
- Security systems documentation
- System usage information

5.7 Personal Information Records (POPIA Section 17–25)

Categories of data subjects:

- Customers
- Suppliers
- Employees
- Contractors
- Job applicants
- Website users

Types of personal information processed:

- Contact details
- Identification numbers
- Financial information
- Employment information
- Technical data

6. Request Procedure

Requests must be made:

- In writing using **Form C**
- Submitted to the Information Officer
- Include payment of the prescribed fees

The fees schedule is available from the Information Regulator.

7. Access to Records

Access will be granted unless prohibited by:

- Privacy rights of third parties
- Commercial confidentiality
- Legal privilege
- Safety and security restrictions



8. POPIA Compliance

DBP ensures compliance with POPIA by:

- Implementing appropriate security safeguards
- Allowing data subjects to exercise POPIA rights
- Ensuring lawful processing of personal information
- Maintaining records of processing activities

9. Availability of This Manual

This PAIA Manual is available:

- At our offices during business hours
- On our website
- Upon request

