

PAIA MANUAL

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

1. Introduction

Buxino Consulting (Pty) Ltd is a professional services firm providing strategic consulting, brand transformation, and operational execution services across the TMT, FMCG, and Media sectors. This manual is designed to facilitate requests for access to records held by the company.

2. Company Contact Details (Section 51(1)(a))

- **Managing Director:** Bakang Matjila
- **Information Officer:** Bakang Matjila
- **Registered Address:** 6159 Matlaisesane Street, Pretoria, Gauteng, 0001
- **Email:** legal@buxino.co.za
- **Telephone Number:** +27 79 264 4869

3. The Guide on how to use PAIA (Section 51(1)(b))

The Information Regulator has updated the Guide on how to use PAIA. It is available in all official languages on the Regulator's website: <https://infoeregulator.org.za/>.

4. Records available in terms of other legislation (Section 51(1)(d))

Buxino Consulting (Pty) Ltd keeps information in accordance with the following legislation:

- Companies Act 71 of 2008
- Income Tax Act 58 of 1962
- Value Added Tax Act 89 of 1991
- Protection of Personal Information Act 4 of 2013 (POPIA)
- Broad-Based Black Economic Empowerment Act 53 of 2003

5. Description of Records Held (Section 51(1)(e))

The following categories of records are held by Buxino Consulting:

- **Operational Records:** Strategic blueprints, project frameworks, and client presentation materials.
- **Financial Records:** Annual financial statements, tax returns, and accounting records.
- **Internal Records:** Founding documents, B-BBEE certification, and internal policies.
- **Client Records:** Service level agreements and correspondence.

6. Processing of Personal Information (POPIA)

In terms of POPIA, we process personal information for the following purposes:

- To perform services under a contract with our clients.
- To comply with tax and legal obligations.
- For marketing and communication purposes (with consent).

Recipients of Information: We may share information with regulatory bodies (SARS), service providers (IT/Accounting), or third parties only when legally required or contractually authorized.

7. Request Procedure

To request a record, the requester must use **Form 2** (available on the Information Regulator's website).

1. Complete the form and submit it to the Information Officer.
2. Provide sufficient detail to identify the record and the requester.
3. Specify the right the requester is seeking to protect or exercise.
4. Pay the prescribed fee (where applicable).

8. Availability of the Manual

This manual is available for inspection at our offices and on our website at www.buxino.co.za/legal.