



KESSID PAIA MANUAL

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

DATE OF COMPILATION: 30/07/2026

DATE OF REVISION: 30/07/2026

1. LIST OF ACRONYMS AND ABBREVIATIONS

- **1.1 "CEO"**: Chief Executive Officer
- **1.2 "IO"**: Information Officer
- **1.3 "PAIA"**: Promotion of Access to Information Act No. 2 of 2000
- **1.4 "POPIA"**: Protection of Personal Information Act No. 4 of 2013
- **1.5 "Regulator"**: Information Regulator of South Africa

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is structured to guide the South African public on the types of records Kessid (Pty) Ltd handles, how to submit formal requests for information access, and how proprietary commercial details are protected against exposure.

3. KEY CONTACT DETAILS

3.1 Chief Information Officer

- **Full Name**: Faith Katake
- **Designation**: Director / Chief Executive Officer
- **Direct Contact Email**: info@kessid.co.za

3.2 Main Administrative Office Contact

- **Physical Address**: 605 Bonanza Avenue, Helderkruijn, Roodepoort, 1724
- **Postal Address**: 605 Bonanza Avenue, Helderkruijn, Roodepoort, 1724
- **General Email**: info@kessid.co.za
- **Official Website**: www.kessid.co.za

4. GUIDE ON HOW TO USE PAIA

The official Guide on how to exercise rights under PAIA and POPIA is maintained by the Information Regulator. It is accessible in all 11 official languages at infoeregulator.org.za. A copy is also open for public inspection at our head office in English and Sesotho during standard business hours.

5. CATEGORIES OF RECORDS OF KESSID (PTY) LTD 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	Business capability models, service frameworks, and brochures	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 KESSID (PTY) LTD 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
Information Transparency	Promotion of Access to Information Act No. 2 of 2000
Personal Data Governance	Protection of Personal Information Act No. 4 of 2013
Electronic Governance	Electronic Communications and Transactions Act No. 25 of 2002
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 / Labour Relations Act No. 66 of 1995

7. DESCRIPTION OF THE SUBJECTS ON WHICH KESSID (PTY) LTD 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
Advisory & Strategy Frameworks	Business development frameworks, digital infrastructure logs, advisory metrics, corporate analytics, and proprietary consulting methodologies.
Technology Operations	Enterprise software architecture blueprints, system integration schematics, tech development logs, and vendor licensing histories.
Commercial Agreements	Signed Master Service Agreements (MSAs), non-disclosure agreements (NDAs), project scope documents, and client service level agreements (SLAs).
Finance & HR	Financial tracking ledgers, supplier invoices, tax journals, asset registers, employment contracts, payroll registries, and internal HR tracking matrices.

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

We process personal and corporate information to evaluate business optimization requests, verify entity credentials, construct legal SLAs, execute tech integrations, bill corporate clients, and maintain tax compliance.

8.2 Description of the Categories of Data Subjects and Information Processed

Categories of Data Subjects	Personal Information That May Be Processed
Corporate Clients	Registered entity names, trading names, company registration numbers, VAT numbers, director identities, business addresses, and corporate bank numbers.
Service Providers / Subcontractors	Vendor registration files, service history trackers, SLA logs, and banking disbursement metrics.
Employees	Full names, ID numbers, home addresses, qualifications, tax profiles, emergency contacts, and payroll tracking logs.

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
Corporate tax data, employee returns	South African Revenue Service (SARS)
Commercial financial transactions	Registered Enterprise Banking Institutions
Corporate entity data, verification logs	Registered Credit Bureaus and Company Registries

8.4 Planned Transborder Flows of Personal Information

Standard corporate communication files, tech platform configurations, and database metrics are securely backed up on reputable international cloud hosting hubs (such as Amazon Web Services, Microsoft Azure, or Google Workspace servers) whose operational infrastructure center environments maintain security safety certifications matching South African standards.

8.5 Technical Security Safeguards Implemented

Safeguards include mandatory multi-factor authentication (MFA) protocols on all corporate networks, end-to-end data encryption across advisory databases, managed anti-virus and anti-malware deployments, localized firewall rules, and password-restricted administrative system tiers.

9. AVAILABILITY OF THE MANUAL

- **9.1.1.** A copy of this manual is available publicly on our official website: kessid.co.za.
- **9.1.2.** A copy is kept at our main head office 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 Kessid (Pty) Ltd will regularly update this manual to reflect structural changes in corporate legislation or operational contact points.

Issued by:

Faith Katake

Chief Executive Officer, Kessid (Pty) Ltd