

PAIA MANUAL

**Prepared in accordance with Section 51 of the Promotion of Access to Information Act 2 of 2000 ("PAIA")
and to address the requirements of the Protection of Personal Information Act 4 of 2013 ("POPIA")**

1. Introduction

This manual is compiled in terms of Section 51 of the Promotion of Access to Information Act, 2000 ("PAIA") and in accordance with the requirements of the Protection of Personal Information Act, 2013 ("POPIA").

It provides a guide for members of the public to understand how they may request access to information held by **Tax Is Easy (Pty) Ltd** ("the Company").

2. Company Details

Name: Tax Is Easy (Pty) Ltd

Registration Number: 2025/566006/07

CEO: Keanu Deago Victor

Physical Address: 4 Janie, Guldenpark, Gulden Crescent, Strand, 7140, Western Cape, South Africa

Postal Address: Same as above

Telephone: +27 76 151 9894

Email: info@taxiseasy.co.za

Website: www.taxiseasy.co.za

3. The South African Human Rights Commission (SAHRC)

The SAHRC has compiled a guide on how to exercise rights in terms of PAIA.

Contact details of the SAHRC:

Telephone: +27 11 877 3600

Website: www.sahrc.org.za

4. Records Held by the Company

Email: info@taxiseasy.co.za | Phone: +27 76 151 9894 | Website: www.taxiseasy.co.za |

Facebook: facebook.com/taxiseasy | Instagram: instagram.com/taxiseasy

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The Company holds records in the following categories (subject to confidentiality and POPIA restrictions):

- **Company Records:** Registration documents, compliance certificates, resolutions.
 - **Financial Records:** Invoices, statements, payment records.
 - **Client Records:** Engagement letters, service agreements, contact details.
 - **Employee Records:** Employment contracts, payroll records.
 - **Tax and Accounting Records:** Tax returns, SARS correspondence, working papers.
 - **Marketing Records:** Advertising materials, campaign data.
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5. Records Available Without a Request

The following are freely available on our website or on request:

- Website Terms & Conditions
 - Privacy Policy
 - POPIA Consent Form
 - Marketing brochures
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6. Records Available on Request

Requests for access to other records must be made in accordance with the procedure in section 7 below. Access will only be granted if permitted by law.

7. Procedure to Request Access

Requests for access to records must be made in writing on the prescribed **Form C** (available from www.sahrc.org.za) and submitted to:

Information Officer: Keanu Deago Victor

Email: info@taxiseasy.co.za

Address: 4 Janie, Guldenpark, Gulden Crescent, Strand, 7140

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The request must include:

1. Full names and contact details of the requester.
2. Sufficient details to identify the record.
3. The form of access required (email, hard copy, inspection).
4. Proof of identity.
5. Applicable request fee (if any).

8. Fees

In terms of PAIA Regulations, requesters may be required to pay a prescribed fee before a request is processed.

A schedule of fees is available from the SAHRC website.

9. Protection of Personal Information

The Company processes personal information in accordance with POPIA.

We take appropriate technical and organisational measures to safeguard personal information and only process it for lawful purposes as set out in our Privacy Policy.

10. Availability of this Manual

This manual is available:

- On our website: www.taxiseasy.co.za
- In PDF format on request via email
- At our registered office during normal working hours

Approved by:

Keanu Deago Victor

Date: 15 August 2025

Email: info@taxiseasy.co.za | Phone: +27 76 151 9894 | Website: www.taxiseasy.co.za |

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