

Daimler Truck Southern Africa Ltd  
Registration Number: 2018/300147/06  
And  
Daimler Truck Financial Services South Africa (Pty) Ltd  
Registration Number: 2021/606639/07

# PAIA MANUAL

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

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## 1. LIST OF ACRONYMS AND ABBREVIATIONS

|      |                    |                                                            |
|------|--------------------|------------------------------------------------------------|
| 1.1  | <b>“CEO”</b>       | Chief Executive Officer;                                   |
| 1.2  | <b>“DIO”</b>       | Deputy Information Officer;                                |
| 1.3  | <b>“DTSA”</b>      | Daimler Truck Southern Africa Ltd;                         |
| 1.4  | <b>“DTFS”</b>      | Daimler Truck Financial Services South Africa (Pty) Ltd;   |
| 1.5  | <b>“IO”</b>        | Information Officer;                                       |
| 1.6  | <b>“Minister”</b>  | Minister of Justice and Correctional Services;             |
| 1.7  | <b>“PAIA”</b>      | Promotion of Access to Information Act, Act No. 2 of 2000; |
| 1.8  | <b>“POPIA”</b>     | Protection of Personal Information Act, Act No.4 of 2013;  |
| 1.9  | <b>“Regulator”</b> | Information Regulator of South Africa; and                 |
| 1.10 | <b>“Republic”</b>  | Republic of South Africa.                                  |

## 2. PURPOSE OF THE PAIA MANUAL

This PAIA Manual provides guidance in order to assist members of the public to:

### 2.1. Use of prescribed PAIA forms

2.2.1. In terms of Regulation 7.1 of the Regulations Relating to the Promotion of Access to Information, 2021, all requests for access to records contemplated in sections 18(1) and 53(1) of PAIA must be made using the prescribed Form 2 of Annexure A.

2.2.2. The Information Regulator has expressly directed that the previous Form A is repealed and may no longer be used.

2.2.3. Requesters must use Form 2 (Annexure A to the Regulations) when submitting requests for access to records.

2.2.4. The prescribed form is attached to this Manual as Annexure A.

2.2.5. The form is also available from the Information Regulator's website:

<https://inforegulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form02-Reg7.pdf>

2.2.6. Information Officers and Deputy Information Officers within Daimler Truck Southern Africa Ltd and Daimler Truck Financial Services South Africa (Pty) Ltd are directed to ensure that only the prescribed form is used and provided to requesters when requested.

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 2.3 know the description of the records of the body which are available in accordance with any other legislation;
- 2.4 access all the relevant contact details of the Information Officer (IO) and Deputy Information Officer (DIO) who will assist the public with the records they intend to access;
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator, and how to obtain access to it;
- 2.6 know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;

- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.9 know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

### 3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF:

#### **Daimler Truck Southern Africa Ltd:**

Information Officer: Maretha Gerber  
Deputy Information Officers: Tebogo Shumba  
Wolfgang Edmayr  
Olaf Petersen

E-mail: [Dataprotection\\_DTSA@daimlertruck.com](mailto:Dataprotection_DTSA@daimlertruck.com)

#### **Daimler Truck Financial Services South Africa (Pty) Ltd:**

Information Officer Michael George Honiball  
Deputy Information Officers: Mohamed Hanif Ahmed

E-mail: [dataprotection\\_dtfssa@daimlertruck.com](mailto:dataprotection_dtfssa@daimlertruck.com)

#### **Head Office**

Address: 1 Park Avenue, Highway Business Park  
Rooihuiskraal  
Centurion  
0157

Website: <https://dtsa.daimlertruck.com/>

#### 4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 4.1. The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA (“Guide”) in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 4.2. The Guide is available in each of the official languages and in braille.
- 4.3. The aforesaid Guide contains the description of:
  - 4.3.1. the objects of PAIA and POPIA;
  - 4.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
    - 4.3.2.1. the Information Officer of every public body, and
    - 4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA<sup>1</sup> and section 56 of POPIA<sup>2</sup>;
  - 4.3.3. the manner and form of a request for-
    - 4.3.3.1. access to a record of a public body contemplated in section 11<sup>3</sup>; and
    - 4.3.3.2. access to a record of a private body contemplated in section 50<sup>4</sup>;

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<sup>1</sup> Section 17(1) of PAIA- *For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.*

<sup>2</sup> Section 56(a) of POPIA- *Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.*

<sup>3</sup> Section 11(1) of PAIA- *A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

<sup>4</sup> Section 50(1) of PAIA- *A requester must be given access to any record of a private body if-*

- a) *that record is required for the exercise or protection of any rights;*
- b) *that person complies with the procedural requirements in PAIA relating to a request for access to that record; and*
- c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

- 4.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
- 4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 4.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
  - 4.3.6.1. an internal appeal;
  - 4.3.6.2. a complaint to the Regulator; and
  - 4.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 4.3.7. the provisions of sections 14<sup>5</sup> and 51<sup>6</sup> requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 4.3.8. the provisions of sections 15<sup>7</sup> and 52<sup>8</sup> providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 4.3.9. the notices issued in terms of sections 22<sup>9</sup> and 54<sup>10</sup> regarding fees to be paid in relation to requests for access; and
- 4.3.10. the regulations made in terms of section 92<sup>11</sup>.

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<sup>5</sup> Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

<sup>6</sup> Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

<sup>7</sup> Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

<sup>8</sup> Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

<sup>9</sup> Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

<sup>10</sup> Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

<sup>11</sup> Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-  
 (a) any matter which is required or permitted by this Act to be prescribed;  
 (b) any matter relating to the fees contemplated in sections 22 and 54;

4.4. Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.

4.5. The Guide can also be obtained-

4.5.1. upon request to the Information Officer;

4.5.2. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).

## 5. CATEGORIES OF RECORDS OF DTSA/DTFS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

| Category of records                                 | Types of the Record         | Available on Website | Available upon request |
|-----------------------------------------------------|-----------------------------|----------------------|------------------------|
| Product information                                 | Product brochure            | X                    | X                      |
| Annual Financial Statements of DTSA                 | Annual Financial Statements | X                    | X                      |
| KING IV Report of DTSA                              | King IV Report              | X                    | X                      |
| DMTN Programme - DTSA                               | DMTN Programme              | X                    |                        |
| Daimler Truck Code of Conduct                       | Code of Conduct             | X                    | X                      |
| Information Regarding the Board of Directors - DTSA | Board of Directors          | X                    | X                      |
| Investor Related Information                        | Investor Roadshow           | X                    |                        |

## 6. DESCRIPTION OF THE RECORDS OF DTSA / DTFS WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

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(c) any notice required by this Act;

(d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and

(e) any administrative or procedural matter necessary to give effect to the provisions of this Act."

| Category of Records         | Applicable Legislation                           |
|-----------------------------|--------------------------------------------------|
| Memorandum of incorporation | Companies Act 71 of 2008                         |
| PAIA Manual                 | Promotion of Access to Information Act 2 of 2000 |

**7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT**

| Subjects on which the body holds records | Categories of records                                                                                                                   |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Strategic Documents, Plans, Proposals    | Annual Reports, Strategic Plan, Annual Performance Plan.                                                                                |
| Human Resources                          | <ul style="list-style-type: none"> <li>- HR policies and procedures</li> <li>- Advertised posts</li> <li>- Employees records</li> </ul> |

**8. PROCESSING OF PERSONAL INFORMATION**

**8.1 Purpose of Processing Personal Information**

DTSA / DTFS will most often process your personal information with your consent; for the purpose of executing its obligation in terms of an existing contractual relationship it has with you; upon your legitimate request to do so; in observance of a lawful request to do so.

**8.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto**

| Categories of Data Subjects | Personal Information that may be processed                                                  |
|-----------------------------|---------------------------------------------------------------------------------------------|
| Customers / Clients         | name, address, registration numbers or identity numbers, employment status and bank details |

| <b>Categories of Data Subjects</b>                                                              | <b>Personal Information that may be processed</b>                                |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Service Providers /<br>Suppliers / Dealers /<br>ASPs / General<br>Distributors /<br>Contractors | names, registration number, vat numbers, address, trade secrets and bank details |
| Employees                                                                                       | address, qualifications, gender, and race                                        |

### **8.3 The recipients or categories of recipients to whom the personal information may be supplied**

| <b>Category of personal information</b>            | <b>Recipients or Categories of Recipients to whom the personal information may be supplied</b> |
|----------------------------------------------------|------------------------------------------------------------------------------------------------|
| Identity number and names, for criminal checks     | South African Police Services                                                                  |
| Qualifications, for qualification verifications    | South African Qualifications Authority                                                         |
| Credit and payment history, for credit information | Credit Bureaus                                                                                 |

### **8.4 Planned transborder flows of personal information**

Please take note that DTSA and DTFS use cloud services outside the Republic of South Africa. The data centres are stored in Singapore and Frankfurt. DTSA and DTFS hold all cloud service providers to the same or stricter data protection and data privacy laws as those present in South Africa.

### **8.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information**

DTSA and DTFS make use of Firewalls; Data Encryption; Anti-virus and Anti-malware Solutions to safeguard the confidentiality and integrity of the personal information under the care of the body.

## **9. AVAILABILITY OF THE MANUAL**

9.1 A copy of the Manual is available-

9.1.1 On the DTSA website: <https://dtsa.daimlertruck.com/>

9.1.2 to any person upon request and upon the payment of a reasonable prescribed fee; and

9.1.3 to the Information Regulator upon request.

9.2 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-sized photocopy made.

## **10. UPDATING OF THE MANUAL**

The Group General Legal Counsel for the DTSA Group of Companies in South Africa will, on a regular basis update this manual.

## **ANNEXURES**

The following prescribed forms from the Regulations Relating to the Promotion of Access to Information, 2021, are attached as annexures to this PAIA Manual for ease of reference and compliance purposes:

Annexure A – Form 2: Request for Access to Record

Annexure B – Form 3: Outcome of Request and of Fees Payable

Annexure C – Form 4: Internal Appeal Form (applicable to public bodies only)

Annexure D – Form 5: Decision on Internal Appeal

Annexure E – Form 6: Complaint to the Information Regulator

Annexure F – Form 7: Response by Responsible Party

Copies of the prescribed forms are available from the Information Regulator's website:

<https://inforegulator.org.za/paia-forms/>