



PAIA MANUAL

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

PAIA HANDLEIDING

Opgestel ingevolge Artikel 51 van die Wet op Bevordering van Toegang tot Inligting 2 van 2000 (soos gewysig)

NAME OF ENTITY / NAAM VAN ENTITEIT: LEXNOVA SA (PTY) LTD

REGISTRATION NUMBER / REGISTRASIENOMMER: 2026/411828/07

DATE OF COMPILATION / DATUM VAN OPSTEL: 15 MAY 2026

DATE OF LAST REVISION / DATUM VAN HERSIENING: 15 MAY 2026

1. LIST OF ACRONYMS AND ABBREVIATIONS

"CEO" Chief Executive Officer.

"DIO" Deputy Information Officer.

"IO" Information Officer.

"PAIA" Promotion of Access to Information Act No. 2 of 2000.

"POPIA" Protection of Personal Information Act No. 4 of 2013.

"Regulator" Information Regulator.

"Republic" Republic of South Africa.

1. LYS VAN AKRONIEME EN AFKORTINGS

"HUB" Hoof-Uitvoerende Beampte.

"AIB" Adjunk-Inligtingsbeampte.

"IB" Inligtingsbeampte.

"PAIA" Wet op Bevordering van Toegang tot Inligting No. 2 van 2000.

"POPIA" Wet op die Beskerming van Persoonlike Inligting No. 4 van 2013.

"Reguleerder" Inligtingsreguleerder.

"Republiek" Republiek van Suid-Afrika.

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to:

- Check the categories of records available without a formal request.
- Understand how to make a formal request for access to records.
- Identify statutory records held in accordance with other legislation.
- Access complete contact details of the Information Officers.
- Understand POPIA data processing actions and security measures.

2. DOEL VAN DIE PAIA-HANDLEIDING

Hierdie PAIA-handleiding is nuttig vir die publiek om:

- Die kategorieë van outomaties beskikbare rekords te kontroleer.
- Te verstaan hoe om 'n formele versoek om toegang in te dien.
- Wetlike rekords gehou kragtens ander wetgewing te identifiseer.
- Toegang te verkry tot die kontakbesonderhede van Inligtingsbeamptes.
- POPIA-dataverwerkingstappe en sekuriteitsmaatreëls te verstaan.

3. KEY CONTACT DETAILS

Chief Information Officer (CEO): Jacobus de Beer

Deputy Information Officer: Monica de Beer

Physical Address: 19 Merlot Crescent, De Oude Wingerd, Paarl, 7646, Western Cape

Postal Address:

Tel: +27 66 233 9960

Email: info@lexnova.co.za

Website: [<https://lexnova.co.za>]

3. SLEUTEL KONTAK BESONDERHEDE

Inligtingsbeampte (HUB): Jacobus de Beer

Adjunk-Inligtingsbeampte: Monica de Beer

Fisiese Adres: 19 Merlot Crescent, De Oude Wingerd, Paarl, 7646, Western Cape

Posadres:

Tel: +27 66 233 9960

E-pos: info@lexnova.co.za

Webwerf: [<https://lexnova.co.za>]

4. GUIDE ON HOW TO USE PAIA

The Regulator has, in terms of Section 10(1) of PAIA, made available an updated Guide on how to use PAIA. This Guide contains descriptions of the objects of PAIA/POPIA, contact details of Information Officers, the procedural format of request submissions, and remedies available in South African law. The Guide is accessible on the Regulator's website (<https://infoeregulator.org.za/>) or for public inspection at our physical head office during standard business hours.

4. GIDS OOR HOE OM PAIA TE GEBRUIK

Die Reguleerder het ingevolge Artikel 10(1) van PAIA 'n opgedateerde Gids oor hoe om PAIA te gebruik beskikbaar gestel. Hierdie Gids bevat beskrywings van die doelwitte van PAIA/POPIA, kontakbesonderhede van Inligtingsbeamptes, die prosedures vir die indiening van versoeke, en beskikbare regsmiddels. Die Gids is beskikbaar op die webwerf van die Reguleerder (<https://infoeregulator.org.za/>) of vir inspeksie by ons fisiese hoofkantoor gedurende normale kantoorure.

5. AUTOMATICALLY AVAILABLE RECORDS / OUTOMATIES BESKIKBARE REKORDS

Category / Kategorie	English Records Description	Afrikaanse Rekordsbeskrywing
Public Disclosures / Openbare Inligting	Information and disclosures displayed on our official corporate website, legal disclaimers, and public declarations.	Inligting op ons amptelike korporatiewe webwerf, wetlike vrywarings, en openbare verklarings.
Marketing Material / Bemarkingsmateriaal	Corporate marketing brochures, product catalogs, service profiles, and authorized promotional media.	Korporatiewe bemarkingsbrosjures, produk-katalogusse, diensprofile en gemagtigde promosiemateriaal.

6. RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION / REKORDS GEHOU KRAGTENS ANDER WETGEWING

Legislation / Wetgewing	Records Maintained (English)	Rekords Gehou (Afrikaans)
Companies Act No. 71 of 2008	Memorandum of Incorporation, Certificate of Registration, Shareholder Register, Minutes of Board Meetings.	Akte van Oprigting, Registrasiesertifikaat, Aandeelhoudersregister, Direksienotules.
Income Tax Act No. 58 of 1962 & VAT Act No. 89 of 1991	Annual Financial Statements, VAT Ledger, SARS Tax Assessments, Tax Payment Receipts.	Jaarlikse Finansiële State, BTW-grootboek, SAID-belastingaanslae, Belastingbetalingsbewyse.
BCEA No. 75 of 1997 & LRA No. 66 of 1995	Employment Contracts, Payroll ledgers, Leave registers, Skills Development Levy logs, UIF filings.	Dienskontrakte, Betaalstate, Verlofregisters, Vaardigheidsontwikkelingsheffings, WVF-state.
POPIA No. 4 of 2013	Data protection audit trail, internal privacy frameworks, record of consents, security incident log.	Databeskerming-ouditspoor, interne privaatheidsraamwerke, register van toestemmings, insidentelêers.

7. SUBJECTS AND CATEGORIES OF RECORDS / SUBJEKTE EN KATEGORIEË VAN REKORDS

Subject matter and legal category mapping to ensure adequate regulatory disclosure / Subjek en wetlike kategorie kartering vir regulatoriese nakoming:

Subject / Subjek	Category / Records (English)	Kategorie / Rekords (Afrikaans)
Strategic Documents / Strategie	Annual Business Proposals, Internal Strategic Roadmaps, Performance indicators, Executive directives.	Jaarlikse Besigheidsvoorstelle, Interne Strategiese Padkaarte, Prestasie-aanwysers, Bestuursdirektiewe.
Human Resources / MH	HR Policies, Recruitment procedures, Employee files, Payroll and tax certificates, Disciplinary codes.	MH-beleide, Werwingsprosedures, Werknemerlêers, Betaalstate en belastingbeplannings, Dissiplinêre kodes.
Finance / Finansies	Tax Returns, Bank statements, Audit records, Asset register, Creditor and debtor ledgers.	Belastingopgawes, Bankstate, Ouditrekords, Bateregister, Krediteure- en debiteuregrootboeke.
Operations / Operasioneel	Supplier agreements, Customer databases, Delivery records, Internal inventory sheets.	Verskaffersooreenkomste, Kliënte-databasisse, Afleveringsrekords, Interne voorraadstate.

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose: We process personal information to fulfill customer transactions, execute employee payroll and statutory compliance, manage supplier relationships, and complete regulatory SARS reporting.

8.2 Data Subjects: Customers/Clients (Names, contact detail, billing address, banking info); Employees (ID numbers, residential address, qualifications, medical/UIF metadata); Service Providers (Registration documents, VAT numbers, payment accounts).

8.3 Recipients: South African Revenue Service (SARS), Banking facilities, CIPC, Department of Employment and Labour, and third-party fulfillment services (e.g., Courier networks).

8.4 Transborder Flow: Secure cloud architectures managed globally in accordance with strict international POPIA-equivalent standards (including EU GDPR).

8.5 Security Measures: Modern firewalls, robust access-controlled secure databases, data-at-rest encryption protocols, and mandatory multi-factor authentication for administrative users.

8. VERWERKING VAN PERSOONLIKE INLIGTING

8.1 Doel: Ons verwerk persoonlike inligting om kliënttransaksies uit te voer, betaalstate en statutêre verpligtinge te bestuur, verskaffersverhoudings te onderhou en belastingverslae aan die SAID in te dien.

8.2 Datasubjekte: Kliënte (Name, kontakbesonderhede, faktuursadres, bankbesonderhede); Werknemers (ID-nommers, woonadres, kwalifikasies, mediese/WVF-inligting); Diensverskaffers (Registrasiedokumente, BTW-nommers, betalingsrekeninge).

8.3 Ontvangers: Suid-Afrikaanse Inkomstediens (SAID), Bankinstellings, KIPK, Departement van Indiensneming en Arbeid, en gekontrakteerde logistieke diensverskaffers.

8.4 Oorgrens-oordragte: Veilige wolkinfrastruktuur wat wêreldwyd bestuur word in ooreenstemming met streng internasionale databeskermingstandaarde (insluitend EU GDPR).

8.5 Sekuriteitsmaatreëls: Moderne brandmure, streng toegangsbeheerde veilige databasisse, datatransmissie-enkripsie en verpligte multi-faktor stawing vir administrateurs.

9. REQUEST PROCEDURE (FORM 2)

To request access to any record under PAIA, the requester must complete the prescribed **Form 2 (Request for Access to Record)** and submit it directly to the designated Information Officer at info@lexnova.co.za.

The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester must also indicate which form of access is required and state if the record is required to exercise or protect any legal right.

A non-refundable request fee of **R140.00** must be paid before the request is processed. Reproduction and access fees apply in accordance with the regulatory fee schedule.

10. AVAILABILITY AND UPDATING

This Manual is available for public inspection during normal business hours at our head office free of charge. A copy is also hosted on our website (<https://lexnova.co.za>) and submitted directly to the South African Information Regulator. The designated head of the private body will update this Manual regularly to reflect statutory amendments.

9. VERSOEKPROSEDURE (VORM 2)

Om toegang tot enige rekord ingevolge PAIA te versoek, moet die versoeker die voorgeskrewe **Vorm 2 (Versoek om Toegang tot Rekord)** voltooi en dit direk indien by die Inligtingsbeampte by info@lexnova.co.za.

Die versoeker moet voldoende besonderhede op die vorm verskaf sodat die Inligtingsbeampte die rekord en die versoeker kan identifiseer. Die versoeker moet ook aandui watter vorm van toegang verlang word en verklaar waarom die rekord benodig word om 'n reg uit te oefen of te beskerm.

'n Nie-terugbetaalbare versoekfooie van **R140.00** is betaalbaar voordat die versoek verwerk kan word. Reprodusie- en toegangsfooie geld volgens die amptelike regulatoriese skedule.

10. BESIKBAARHEID EN OPTERING

Hierdie Handleiding is gratis beskikbaar vir openbare inspeksie gedurende normale kantoorure by ons hoofkantoor. 'n Afskrif is ook beskikbaar op ons webwerf (<https://lexnova.co.za>) en word direk by die Inligtingsreguleerder ingedien. Die gemagtigde hoof van die privaatligeaam sal hierdie Handleiding gereeld opdateer volgens statutêre wysigings.

Signed at Paarl, Western Cape on 15 May 2026.

DIGITALLY AUTHORIZED IN ACCORDANCE WITH THE ECT ACT NO. 25 OF 2002

Jacobus de Beer

Jacobus de Beer
INFORMATION OFFICER / INLIGTINGSBEAMPTTE