



NSIMBI PRINT MEDIA PAIA MANUAL

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

DATE OF COMPILATION: 20/07/2026

DATE OF REVISION: 20/07/2026

1. LIST OF ACRONYMS AND ABBREVIATIONS

- **1.1 "CEO"**: Chief Executive Officer
- **1.2 "DIO"**: Deputy Information Officer
- **1.3 "IO"**: Information Officer
- **1.4 "Minister"**: Minister of Justice and Correctional Services
- **1.5 "PAIA"**: Promotion of Access to Information Act No. 2 of 2000 (as amended)
- **1.6 "POPIA"**: Protection of Personal Information Act No. 4 of 2013
- **1.7 "Regulator"**: Information Regulator of South Africa
- **1.8 "Republic"**: Republic of South Africa

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is structured to guide the South African public on the types of records Nsimbi Print Media handles, how to submit formal requests for information access, and how corporate confidentiality and design parameters are protected against exposure.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION

3.1. Chief Information Officer

- **Name**: Brian Nsimbi
- **Title**: Managing Director / CEO
- **Telephone**: 010 555 0271
- **Email**: info@nsimbiprintmedia.com

3.2. Deputy Information Officer

- **Name**: None Designated
- **Telephone**: 010 555 0271
- **Email**: info@nsimbiprintmedia.com

3.3. Access to Information General Contacts

- **Email**: info@nsimbiprintmedia.com

3.4. National Head Office

- **Physical Address:** Unit 2, 16th Avenue, Anderbolt, Boksburg, 1459
- **Postal Address:** Unit 2, 16th Avenue, Anderbolt, Boksburg, 1459
- **Telephone:** 010 555 0271
- **Email:** info@nsimbiprintmedia.com
- **Website:** www.nsimbiprintmedia.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 Guide can be obtained upon request to the Information Officer or directly from the website of the Regulator (info regulator.org.za).
- **4.4.** A copy of the Guide is also available in English and isiZulu for public inspection during normal office hours.

5. CATEGORIES OF RECORDS OF NSIMBI PRINT MEDIA 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	Digital Product Catalogs & Large-Format Sourcing 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 NSIMBI PRINT MEDIA 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
Consumer Protection	Consumer Protection Act No. 68 of 2008
Personal Data Governance	Protection of Personal Information Act No. 4 of 2013
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 / Labor Relations Act No. 66 of 1995

7. DESCRIPTION OF THE SUBJECTS ON WHICH NSIMBI PRINT MEDIA 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
Operational & Manufacturing	High-resolution vector artwork files, graphic design archives, typography and typesetting files, print queue software logs, substrate material inventories, chemical ink batch records, and machinery maintenance schedules.
Logistics & Safety Frameworks	Signage delivery dispatch sheets, vehicle transit logs, onsite installation risk assessments, site engineering clearance letters, out-of-home placement permissions, and Material Safety Data Sheets (MSDS).
Finance & Corporate	Signed commercial quotation contracts, customer accounts ledger, credit application metrics, supplier payment entries, annual financial statements, tax returns, and corporate VAT journals.

Human Resources Employment contracts, internal workplace safety policies, payroll registries, employee tax profiles, and attendance registries.

8. PROCESSING OF PERSONAL INFORMATION

8.1. Purpose of Processing Personal Information

We process personal and corporate information to formulate manufacturing quotations, check graphic file scaling specifications, execute structural signage installations, coordinate delivery tracking, manage account billing, and fulfill statutory tax metrics.

8.2. Description of the Categories of Data Subjects and Information Processed

Categories of Data Subjects	Personal Information That May Be Processed
Customers / Clients	Corporate entity names, trading names, registration values, full names of representatives, contact telephone numbers, physical installation addresses, VAT details, and embedded vector data within customer-supplied artwork.
Service Providers / Suppliers	Corporate trading profiles, registration certificates, trade history records, physical operation addresses, VAT details, and banking disbursement credentials.
Employees	Full names, identity numbers, home residential addresses, qualification parameters, tax profiles, emergency contact details, and banking allocation paths.

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
Structural blueprints, location parameters	Local Municipalities, Site Structural Engineers, and Vetting Authorities
Employee earnings records, corporate tax data	South African Revenue Service (SARS)
Identity numbers and corporate parameters	Registered Credit Bureaus and Debt Collection Agencies
Financial and payment routing transactions	Registered Corporate Banking Institutions

8.4. Planned Transborder Flows of Personal Information

We do not actively transfer personal data outside the borders of South Africa. Enterprise project trackers, client design files, and email communication networks are backed up securely using reputable international cloud hosting infrastructures (such as Google Workspace or Microsoft 365 cloud servers) maintaining security compliance certificates matching South African standards.

8.5. General Description of Information Security Measures Implemented

We implement technical and organizational precautions to maintain absolute integrity over corporate record archives. Safeguards include endpoint anti-virus and anti-malware programs, localized firewall deployments, network data encryption protocols, restricted password permissions for financial and vector file systems, and secure commercial locks for physical contract filing cabinets.

9. AVAILABILITY OF THE MANUAL

- **9.1.1.** A copy of this manual is available publicly on our official website: nsimbiprintmedia.com.
- **9.1.2.** A copy is kept at our main head office located at Unit 2, 16th Avenue, Anderbolt, Boksburg, 1459, 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 Nsimbi Print Media (Pty) Ltd will regularly update this manual to reflect structural changes in corporate legislation or operational contact points.

Issued by:

Brian Nsimbi

Chief Executive Officer, Nsimbi Print Media (Pty) Ltd