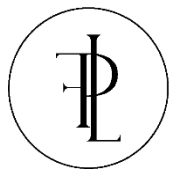


**ANNEXURE A: PAIA MANUAL**



PURE LEGACY FOUNDATION

**ACCESS TO INFORMATION MANUAL  
(PURE LEGACY FOUNDATION)**

**PREPARED IN TERMS OF SECTION 51 OF  
THE PROMOTION OF ACCESS TO INFORMATION  
ACT 2 OF 2000  
(PAIA)**

## **1. Purpose of the Manual in terms of PAIA**

The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from Pure Legacy Foundation.

## **2. Request for access to information**

In the event that a person or entity requires access to information as contemplated in the Act, the requester must contact the Pure Legacy Foundation Manager.

Section 25(2) and (3) of the Act states that:

If the request for access is granted, the notice in terms of subsection (1)(b) must state:

- The access fee (if any) to be paid upon access;
- The form in which access will be given; and
- That the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

If the request for access is refused, the notice in terms of subsection (1)(b) must:

- State adequate reasons for the refusal, including the provisions of this Act relied upon;
- Exclude, from such reasons, any reference to the content of the record; and
- State that the requester may lodge an internal appeal or an application with a court, as the case may be, against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

## **3. Terms used in this document**

Terms defined in this Manual shall have the meaning set out therein, and reference to Sections shall be a reference to the sections in the Promotion of Access to Information Act, 2 of 2000.

## **4. Background of Pure Legacy Foundation**

Pure Legacy Foundation is a Non-profit Organisation

Our mission is to build trust through meaningful relationships, foster partnerships that drive sustainable change, and amplify impact through collaboration.

Pure Legacy Foundation is a registered Nonprofit (NPO) and Public Benefit Organisation (PBO). We act as a trusted conduit, ensuring every contribution reaches the right cause — responsibly, transparently, and with no administrative cuts taken by us from your generosity.

#### OUR 4 FOCUS AREAS:

##### SPECIAL NEEDS

*Empowering Special Needs. Enriching Lives.*

We champion access to quality education, care, and inclusion for individuals with disabilities.

##### VULNERABLE CHILDREN

*Supporting Vulnerable Children. Shaping Bright Futures.*

We provide nutrition, safety, education, and care to children who need it most.

##### DISASTER RELIEF

*Funding Hope.*

*Delivering Relief.*

We mobilise quickly to provide food, resources, and shelter when disaster strikes.

##### COMMUNITY UPLIFTMENT

*Empowering Communities. Elevating Lives.*

We invest in food security, skills training, and education — ensuring long-term growth and dignity.

In order to perform these tasks Pure Legacy Foundation must collect various forms of information: These include:

- Member organisation details: To best support and serve the Pure Legacy Foundation Member Network and promote collaboration between the member organisations.
- Beneficiary lists: To ensure that social investment is being spent in an effective, efficient, responsible and transparent manner.
- Social investor, donor and support details: To promote the work, and to raise funds to ensure the sustainability of Pure Legacy Foundation.

All information is collected, processed, and stored in compliance with the POPI Act 2013.

## 5. **Organisation details**

Trading Name: Pure Legacy Foundation

Physical and Postal Address: 19 Concordia Street, Sarnia Villa, Paarl, 7624

Tel: 072 819 8395

Website: <https://purelegacy.co.za/the-pure-legacy-foundation/>

Email: [foundation@purelegacy.co.za](mailto:foundation@purelegacy.co.za)

## **6. Details of the Information Officer(s)**

Information Officer: Charmaine Erasmus – Foundation Manager

Information Officer: Rene Bosman – Director for Pure Legacy Foundation

(All information officers may be contacted through the Pure Legacy Foundation details listed above).

## **7. Section 51(1)(c)**

In terms of Section 52, a private body may, on a voluntary and period basis, submit to the Minister a description of categories of records which are automatically available without a person having to request access in terms of the Act. This includes records which are available:

- for inspection;
- for purchase or copying from the private body; and
- from the private body free of charge.

## **8. Section 51(1)(d)**

Certain legislation mandates Pure Legacy Foundation to allow certain person(s) access to specified information, upon request. Legislation that may be consulted to establish the type of information or record and the person(s) having access thereto is as follows:

- Arbitration Act 42 of 1965
- Basic Conditions of Employment Act 75 of 1997
- Closed Corporation Act 69 of 1984
- Close Corporations Amendment Act 25 of 2005
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008

- Copyright Act 61 of 1978
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Intellectual Property Laws Amendments Act 38 of 1997
- Interception and Monitoring Prohibition Act 127 of 1992
- Labour Relations Act 66 of 1995
- Non-profit Organisations Act 71 of 1997
- Occupational Health and Safety Act 85 of 1993
- Prevention of Organised Crime Act 121 of 1998
- Protection of Businesses Act 99 of 1978
- Regional Services Councils Act 109 of 1985
- SA Schools Act 84 of 1996
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- The Fund-Raising Act 107 of 1978
- Trade Marks Act 194 of 1993
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

## 9. **Section 51(1)(e)**

General information about Pure Legacy Foundation can be accessed through the internet on <https://www.purelegacyfoundation.co.za/>, which is available to all persons who have access to the internet. The subjects on which Pure Legacy Foundation hold records and the categories on each subject in terms of Section 51(1)(e) are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with Sections 62 to 69 of the Act: Pure Legacy Foundation holds the following categories of information, records and documentation:

- Accounting Records
- Information Technology Details
- Intellectual Property
- Human Resources Records
- Marketing Records
- Statutory Company Records
- Beneficiary Database and/or other Databases
- Network Member Records
- Internal Phone Lists
- Policies
- Procedures

- Minutes of Meetings
- Administrative Information
- Contracts and Service Level Agreements
- Monitoring and Evaluation Records
- Social Investor, Donor and Supporter Information

## **10. Requesting Procedure**

A person who wants access to the records must complete the necessary request form, as set out in Annexure 1, and the completed form must be sent to the address or contact details set out in clause 5 of this Manual and marked for the attention of the Information Officer.

The requester must indicate which form of access is required and identify the right that is sought to be exercised or protected and provide an explanation of which the requested record is required for the exercise or protection of that right. Proof of the capacity in which the requester is requesting the information must also be provided.

## **11. Availability of the Manual**

This Manual is available for inspection by the general public on <https://www.purelegacyfoundation.co.za/> or upon request during office hours at the offices of the organisation at the address as stated in clause 5 of this Manual. Copies of the Manual may be made available subject to the prescribed fees.

Copies may also be requested from the South African Human Rights Commission at the address indicated below.

## **12. Fees**

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fees. Any other requester who is not a personal requester must pay the required fee:

- A fee will be required by the Information Officer before further processing of the request in terms of Section 54 of the Act;
- A requester fee of R250 should be paid, this amount will be refunded should the request for access be refused;
- A portion of the access fee (not more than one third) may be required before the request is considered;
- The requester may lodge an application with a court against the payment of the request fee in terms of Section 54(3)(b) of the Act

- The Information Officer may withhold a record until the requester has paid the applicable fees.

### **13. Details of the South African Human Rights Commission**

Any queries regarding this Manual should be directed to:  
The South African Human Rights Commission; PAIA Unit  
Research and Documentation Department  
Private Bag 2700  
Houghton  
2041

Phone: 011 484 8300  
Fax: 011 484 0582  
Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

Signed at Paarl this 20<sup>th</sup> day of March 2025.



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Charmaine Erasmus  
Foundation Manager – Pure Legacy Foundation / Information Officer

## REQUEST FOR ACCESS TO RECORD OF PURE LEGACY FOUNDATION FORM

(Section 53 (1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

### 1. Particulars of Pure Legacy Foundation

Trading Name: Pure Legacy Foundation

Physical and Postal Address

Tel:

Website:

Email:

### 2. Details of the Information Officer(s)

Information Officer: Charmaine Erasmus (Foundation Manager)

Information Officer: Rene Bosman (Director for Pure Legacy Foundation)

### 3. Particulars of person requesting access to the record

- The particulars of the person who requests access to the record must be given below.
- The address and/or fax number in the Republic to which the information is to be sent must be given.
- Proof of the capacity in which the request is made, if applicable must be attached.

|                                                                                  |  |
|----------------------------------------------------------------------------------|--|
| <b>Full names and surname:</b>                                                   |  |
| <b>Identity number:</b>                                                          |  |
| <b>Postal address:</b>                                                           |  |
| <b>Telephone number:</b>                                                         |  |
| <b>Fax number:</b>                                                               |  |
| <b>E-mail address:</b>                                                           |  |
| <b>Capacity in which request is made, when made on behalf of another person:</b> |  |

### 3. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

|                                  |  |
|----------------------------------|--|
| <b>Full names and last name:</b> |  |
| <b>Identity number:</b>          |  |

#### 4. Particulars of record

- Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

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2. Reference number if available:

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3. Any further particulars of record:

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#### 5. Fees

- A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- You will be notified of the amount required to be paid as the request fee.
- The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fee:

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## 6. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

|            |  |                                  |  |
|------------|--|----------------------------------|--|
| Disability |  | Form in which record is required |  |
|------------|--|----------------------------------|--|

Note:

- Compliance with your request for access in the specified form may depend on the form in which the record is available.
- Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

Mark the appropriate box with an X.

|                                                                                                                                                     |                                           |  |                                                                |  |                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--|----------------------------------------------------------------|--|----------------------------------------------------|
| <b>1. If the record is in written or printed form:</b>                                                                                              |                                           |  |                                                                |  |                                                    |
|                                                                                                                                                     | Copy of record *                          |  | Inspection of record                                           |  |                                                    |
| <b>2. If record consists of visual images –</b><br>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.) |                                           |  |                                                                |  |                                                    |
|                                                                                                                                                     | View images                               |  | Copy of the images *                                           |  | Transcription of the images *                      |
| <b>3. If record consists of recorded words or information which can be reproduced in sound:</b>                                                     |                                           |  |                                                                |  |                                                    |
|                                                                                                                                                     | Listen to the soundtrack (audio cassette) |  | Transcription of soundtrack *<br>(written or printed document) |  |                                                    |
| <b>4. If record is held on computer or in an electronic or machine-readable form:</b>                                                               |                                           |  |                                                                |  |                                                    |
|                                                                                                                                                     | Printed copy of record *                  |  | Printed copy of information derived from the record *          |  | Copy in computer readable form *<br>(memory stick) |

|                                                                                                                                                 |            |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| *If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?<br>Postage is payable | <b>Yes</b> | <b>No</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|

## 7. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

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2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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**8. Notice of decision regarding request for access**

You will be notified in writing whether your request has been approved or denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

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Signed at \_\_\_\_\_ this day \_\_\_\_\_ of \_\_\_\_\_ year \_\_\_\_\_

\_\_\_\_\_  
Signature of requester /

Person on whose behalf request is made