

Brahman Cattle Breeders' Association of South Africa

(Registration Number: 62/98/R-02)

Manual in terms of section 51 of the Promotion of
Access to Information Act, 2 of 2000

Date of Compilation: 20/06/2024

Date of Revision: 25-11-2025



Contents Page

PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

Section 51 Manual of Brahman Cattle Breeders' Association of
South Africa

(Registration number: 62/98/R-02)

1. List of Acronyms and Abbreviations
2. Purpose of PAIA manual
3. Contact particulars
4. Introduction
5. Guide on how to use PAIA and how to obtain access to the guide
6. Facilitation of a request for access to information
7. Information available in terms of other applicable legislation
8. Information automatically available
9. Description of the subjects on which the body holds records and categories of records held on each subject by the body
10. Requesting procedure
11. Protection of personal information processed
12. Availability of the manual
13. Updating of the manual



PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF BRAHMAN CATTLE BREEDERS' ASSOCIATION OF SOUTH AFRICA (REGISTRATION NUMBER: 62/98/R-02)

1. LIST OF ACRONYMS AND ABBREVIATION

| | |
|---------------|--|
| 1.1 PAIA | Promotion of Access to Information Act |
| 1.2 POPIA | Protection of Personal Information Act |
| 1.3 REGULATOR | Information Regulator |

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to:

- 2.1 Check the categories of records held by the body which are available without a person having to submit a formal PAIA request;
- 2.2 Check the categories of records held by the body which are available without a person having to submit a formal PAIA request;
- 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 and Deputy Information Officer 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. CONTACT PARTICULARS

| | | | |
|------------------------------------|--|-----------------------------|---|
| Head of business: | Justin Robert Reg Braithwaite | Information officer: | JRR Braithwaite |
| Telephone Number: | 082 809 6338 | Telephone Number: | 082 809 6338 |
| E-mail Address: | tingbraithwaite@yahoo.com | E-mail Address: | tingbraithwaite@yahoo.com |
| Deputy Information officer: | Bernadine Erasmus | Telephone Number: | 0735407353 |
| | Sytze Smit | E-mail Address: | accounts@brahman.co.za |
| | | Telephone Number: | 0837129965 |
| | | E-mail Address: | sytzesm@gmail.com |
| Postal Address: | Unit 7 Genius Loci Park 6 CP Hoogenhout Street, Langenhovenpark | Physical Address: | Unit 7 Genius Loci Park 6 CP Hoogenhout Street, Langenhovenpark |
| | Bloemfontein 9301 | | Bloemfontein 9301 |
| Telephone Number: | 0514464619 | | |
| E-mail Address: | info@brahman.co.za | | |
| Website: | www.brahman.co.za | | |

4. INTRODUCTION

Founding of the Society: This historical event took place on November 6, 1957 at an inaugural meeting of only 13 persons in the forming of the Brahman Cattle Breeders' Society of South Africa (SABBS) at Kroonstad in the Free State. On December 3, 1959, a certificate of legal persona was granted by the Department of Agriculture which means they gave official recognition to the Brahman breed. The Brahman Cattle Breeders Society of South Africa is domiciled in the Free State at Unit 7, Genius Loci Office Park no 6 CP Hoogenhout street, Langenhovenpark, Bloemfontein.

VISION:

The breeding of a Brahman which, under South African climatological conditions yields economical results due to its adaptability and efficient utilization of natural grazing and the total quality improvement of the breed.

MISSION:

To encourage the breeding and improvement of the genetic production potential of Brahman cattle by exercising the powers and duties vested in the Society in terms of the Livestock Improvement Act and laying down of a national policy for the importing and exporting of Brahman cattle, semen and ova;

To maintain the purity of Brahman cattle and to use all possible and available means to promote interest in the breed;

To keep and maintain proper records of data of Brahman cattle and their progeny by means of available technology;

To collect and process Performance data of Brahman cattle and to set standards which can be used as a basis for selection and as minimum registration standards, as well as thus to identify and eliminate problems in the breeding of Brahman cattle;

To carry out research and promotion in connection with Brahman cattle.



5. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

5.1. 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.

5.2. The Guide is available in each of the official languages and in braille.

5.3. The aforesaid Guide contains the description of:

5.3.1. the objects of PAIA and POPIA;

5.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of:

5.3.2.1. the Information Officer of every public body, and

5.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;

5.3.3. the manner and form of a request for:

5.3.3.1. access to a record of a public body contemplated in section 11 ; and

5.3.3.2. access to a record of a private body contemplated in section 50 ;

5.3.4. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;

5.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;

5.3.6. 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:

5.3.6.1. an internal appeal;

5.3.6.2. a complaint to the Regulator; and

5.3.6.3. 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;

5.3.7. the provisions of sections 14 and 51 requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;

5.3.8. the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public body and private body, respectively;

5.3.9. the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and

5.3.10. the regulations made in terms of section 92.

5.4. 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.

5.5. The Guide can also be obtained-

5.5.1. upon request to the Information Officer;

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

5.6 A copy of the Guide is also available in Afrikaans and English, for public inspection during normal office hours at the offices of the private body.

6. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act and section 11 of this manual. Copies of the prescribed forms to be completed for submitting a request, are available from the private body, upon request to the information officer.

7. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

The ones I marked in RED I don't think are applicable but you need to confirm

- Arbitration Act 42 of 1965
- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Credit Rating Services Act 24 of 2012
- Consumer Protection Act 68 of 2008
- Competition Act 89 of 1998
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Copyright Act 98 of 1978
- Criminal Procedure Act 51 of 1977
- Currency and Exchanges Act 9 of 1933
- Customs and Excise Act 91 of 1964
- Debt Collectors Act 114 of 1998
- Electronic Communications Act 36 of 2005
- Electronic Communications and Transactions Act, 25 of 2002
- Employment Equity Act 55 of 1998
- Employment Services Act 4 of 2014
- Films and Publications Act 65 of 1996
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- National Credit Act 34 of 2005
- National Small Enterprise Act, 102 of 1996
- Nonprofit Organisations Act 71 of 1997
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information Act 2 of 2000
- Promotion of Administrative Justice Act of 3 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act of 4 of 2000
- Protected Disclosures Act 26 of 2000
- Protection of Businesses Act 99 of 1978
- Protection of Personal Information Act 4 of 2013
- Regional Services Councils Act 109 of 1985
- Sectional Titles Act of 95 of 1986



- South African Reserve Bank Act 90 of 1989
- South African Revenue Services Act 34 of 1997
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Statistics Act of 6 of 1999
- Trade Marks Act 194 of 1993
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Livestock Improvement Act 62 of 1998

8. INFORMATION AUTOMATICALLY AVAILABLE

- Newsletters
- Supplements
- Pamphlets \ Brochures
- Posters
- Pricelists
- Reports
- Marketing and Promotional Material
- www.brahman.co.za
- News Articles & General Articles
- Journals
- Radio Interviews
- Videos
- Brahman News
- Council and Staff Photos
- Database of Animals / Members and Mating Predictor
- Breed Advisors
- Performance Testing Info
- Beef Genomic Program
- Foto's of Brahman Animals, members, people involved and Staff
- Information on Brahman

9. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY THE BODY

These are your Statutory Documents that you have available PLEASE MARK THE ONES YOU HAVE

Statutory Business Records

- Certificate of Registration
- Council Attendance Register
- Annual General Meeting Register
- Index of Members
- Minutes of Council Meetings
- Minutes of Committee Meetings
- Minutes of Annual General Meetings



- Proxy Documents
- Proxy forms used at AGM Meetings
- Council Register
- Resolutions
- Members Register
- Minute Books

Accounting Records

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques, EFT payments
- Customer and supplier statements and invoices and credit notes
- Payslips, monthly reports, leave application, sick leave notes, Salary increase letters, Medical Fund rates
- Deposit slips
- Cash books and petty cash books
- Fixed asset register
- PAYE returns
- VAT returns
- Workmen's Compensation returns and working papers
- UIF returns and communication papers
- Attorney and working papers for members handed over
- Credit Card statements and proof for expenditures
- Card Machine statements and working papers
- Petty Cash proof for expenditures
- Fleet Card statements
- Lease or instalment sale agreements
- Budgets and business plans
- Insurance records
- Investment records
- Auditor's reports
- Internal auditors' reports
- Inventory records
- Systems documentation
- Management reviews
- Capital expenditure
- Credit agreements

Fixed Property

- Building plans
- Lease agreement with our lessee
- Title deeds

Information Technology

- Agreement

Insurance



- Claim records
- Details of coverage, limits and insurers
- Insurance policies

Intellectual Property

- Designs, trademarks, trade names and protected names

Legal, Agreements and Contracts

- Agreements with suppliers
- Agreements with members
- Agreements with governmental agencies
- Lease agreements

Personnel Records – WHICH OF THESE RECORDS ARE AVAILABLE

- Attendance register
- Collective agreements
- Disciplinary records
- Employee evaluation and performance records
- Employee information records
- Employment applications
- Employment contracts
- Health and safety records
- IRP 5 and IT 3 certificates
- Leave applications
- Maternity leave policy
- Medical aid records
- Organisational design
- Payroll
- Pension or Provident fund information
- Personnel File
- Policies and procedures
- Recruitment and appointments
- Salary registers
- Salary slips
- Staff records after employment
- Tax returns of employees
- Over Time records
- UIF and PAYE returns
- Workmen's Compensation Documents

Sales and Marketing

- Brochures, newsletters and marketing material
- Customers
- Media releases
- Products



- Sales
- Service and product information

Other Records

- Members – ID
- Member – Marriage Status
- Member – Partner’s ID and name
- Member – Brahman Animal records, administration and instructions
- Member – Farm Manager name and contact details
- Members - Proof of Address
- Members - Suretyship
- Members - Company Registration and Partnership agreement
- Members - Power of Attorney, ID, Proof of address and contact details
- Members - Contact Details
- Members - VAT Certificate
- Members - Agreements
- Members - Road Maps and GPS Coordinates

A handwritten signature in black ink, consisting of a stylized, cursive letter 'B' with a horizontal line extending to the right.

10. REQUESTING PROCEDURE

A person who wants access to the records must complete the necessary request forms that is available at the offices of The private body, or can be accessed on www.justice.gov.za/inforeg. The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.

Please provide sufficient details to enable the body to identify

- a. The record(s) requested
- b. The requester (and if an agent is lodging the request, proof of capacity)
- c. The form of access required
- d. The postal address or fax number of the requester in the Republic
- e. If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof
- f. The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

11. PROTECTION OF PERSONAL INFORMATION PROCESSED

Brahman Cattle Breeders' Association of South Africa The body is committed to protecting the privacy of personal information of our data subjects. The information you share with us as a data subject allows us to provide you with the best experience with our products and services, or as a stakeholder.

Brahman Cattle Breeders' Association of South Africa The body has dedicated policies and procedures in place to protect all personal information collected and processed by us. Please read below for more information on how we collect, process, use and disclose personal information.

11.1 The purpose of processing of personal information

We process personal information for various reasons, including but not limited to the following:

- To manage information, products and/or services requested by data subjects
- To help us identify data subjects when they contact us
- Manage customers
- To maintain customer records
- Recruitment purposes
- Employment purposes
- Apprenticeship purposes
- Training purposes
- Travel purposes
- General administration
- Financial and tax purposes
- Legal or contractual purposes



- Health and safety purposes
- To monitor access, secure and manage our premises and facilities
- To transact with our suppliers
- To improve the quality of our products and services
- To help us detect and prevent fraud and money laundering under FICA
- To help us recover debts
- Marketing purposes
- Engaging with the public
- To enable us to do farm visits

11.2 Data subject categories and personal information processed

| | |
|--------------------------------|--|
| BUSINESS PARTNERS | Email address Name of individual/s Physical address Telephone number VAT number Registration number |
| CUSTOMERS (NOT MEMBERS) | Email address Name of individual/s Physical address Telephone number VAT number Registration number |
| CUSTOMERS (MEMBERS) | ID Partner's ID and name Farm Manager name and contact details Address Company Registration number Power of Attorney ID and contact details Telephone number VAT number Road Maps and GPS Coordinates Region Province Language |
| EMPLOYEES | ID Age Passport Number Gender Marital Status Dependants Residential Address Postal Address Contact Number Spouse Name Spouse Contact Number E-mail Address Income Tax number Tax Office Bank details Language |

STUDENTS

ID
Age
Passport Number
Gender
Marital Status
Dependants
Residential Address
Postal Address
Contact Number
Spouse Name
Spouse Contact Number
E-mail Address
Income Tax number
Tax Office
Bank details
Language

SUPPLIERS

Email address
Name of individual/s
Physical address
Telephone number
VAT number
Registration number

VISITORS WALK IN

None



A handwritten signature in black ink, appearing to be the letter 'B' with a stylized flourish.

11.2 Recipients with whom personal information is shared

In processing your personal information, we may share it within the group of companies or with other third parties. These include but are not limited to:

THE INFORMATION YOU COLLECT WITH WHO DO YOU SHARE IT – THE ONES I MARKED IN RED I DON'T THINK ARE RELEVANT TO WHO YOU SHARE THIS INFORMATION WITH

- Statutory authorities
- Law enforcement agencies
- Tax authorities
- Industry bodies
- Contractors, vendors, or suppliers
- Payment processors
- Email management and distribution tools
- Data storage providers
- Server hosts
- Agents
- Service providers

11.3 Security measures implemented to protect personal information

We have identified our security risks over the personal information we process in line with the Protection of Personal Information Act, and we have implemented various security measures to ensure reasonable protection against the risk of loss, misuse, unauthorised access and disclosure, alteration and destruction of the personal information.

We also take steps to ensure that operators that process personal information on behalf of company name apply adequate safeguards as outlined above.

11.4 Trans-border flows of personal information

We may transfer to, and store personal information we collect about you, in countries other than South Africa, if the relevant business transactions or situation requires trans-border processing. These countries may not have the same data protection laws as South Africa, and in this instance, we will only transfer the information if we have consent from you, or it is necessary for the performance or conclusion of a contract between us.

11.5 Personal information received from third parties

When we receive personal information from a third party on behalf of a data subject, we assume confirmation that they have written consent from the data subject that they are aware of the contents of this PAIA manual and the Privacy Policy, and do not have any objection to our processing their information in accordance with this policy.

Where information on third parties is provided by a data subject, or a third party provides information on a data subject, that information may be taken into account with other personal information.

11.6 Data Breaches

Where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person, the body shall notify:

- a) the Regulator; and
- b) the data subject, unless the identity of such data subject cannot be established.

The notification will be made as soon as reasonably possible after the discovery of the compromise, taking into account the legitimate needs of law enforcement or any measures reasonably necessary to determine the scope of the compromise and to restore the integrity of the responsible party's information system.

12. AVAILABILITY OF THE MANUAL

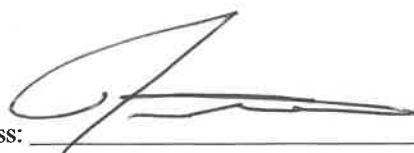
12.1 A copy of the Manual is available-

- 12.1.1 on our website, if any;
- 12.1.2 head office of the body for public inspection during normal business hours;
- 12.1.3 to any person upon request and upon the payment of a reasonable prescribed fee; and
- 12.1.4 to the Information Regulator upon request.

12.2 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.

13. UPDATING OF THE MANUAL

The head of the private body will on a regular basis update this manual.



25/11/2025