



# NOTIFICATION

## How we process Personal Information

Prepared in accordance with Section 18 of the Protection of Personal Information Act 4 of 2013 ("POPIA")

 This manual applies to Motus Aftermarket Parts and all its South African sites (collectively referred to in this manual as "MAP")

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## A1: Acronyms

ARCO	ARCO Motor Industry Co. Ltd
B-BBEE	Broad-Based Black Economic Empowerment
MAP	Motus Aftermarket Parts, including its South African entities
MTS	Motus Trading Shanghai
PI	Personal Information
SENS	Stock Exchange News Service
SHRC	South African Human Rights Commission
PAIA	<i>Promotion of Access to Information Act</i> 2 of 2000 and any Regulations published thereunder, as amended from time to time
POPIA	Protection of Personal Information Act 4 of 2013 and any regulations, guidelines or codes of conduct published thereunder, as amended from time to time
UIF	Unemployment Insurance Fund

## A2: Definitions &amp; Interpretations

<b>Data Subject</b>	The person to whom the personal information relates
<b>Employee</b>	Any person who works for or provides services to or on behalf of Motus, and receives or is entitled to receive remuneration
<b>Guide</b>	The guide published by the SAHRC in terms of section 10 of PAIA, as amended and updated by the Information Regulator from time to time ( " <i>Guide on How to Use the Promotion of Access to Information Act 2 of 2000</i> ")
<b>Information Officer</b>	The person authorised by the Head of Motus and to whom the duties and responsibilities required of the Information Officer in both PAIA and in POPIA have been delegated.
<b>Information Regulator</b>	The juristic person established under section 39 of POPIA
<b>Motus</b>	Motus Holdings Limited, including all wholly or partially owned South African subsidiaries and divisions
<b>Operator</b>	A person who processes personal information for a responsible party in terms of a contract or mandate, but does not come under the direct authority or control of the responsible party.
<b>Personal Information</b>	Has the same meaning as set out in Section 1 of POPIA
<b>Requestor</b>	Any person or entity requesting access to a record that is under the control of MAP
<b>Responsible Party</b>	The 'public or private body or any other person, which alone or in conjunction with others, determines the purpose of and means for processing personal information.
<b>Special Personal Information</b>	Has the same meaning as set out in Section 1 of POPIA
<b>The Head of MAP</b>	The Chief Executive Officer of Motus Aftermarket Parts
<b>The Manual</b>	This manual which is published in accordance with section 51 of PAIA and "this manual" shall have the same meaning
<b>The Minister</b>	The Cabinet Member responsible for the administration of justice, presently the Minister of Justice and Constitutional Development.

## B1: Overview

This manual has been compiled in accordance with the requirements of PAIA and contains the information specified in section 51(1) of PAIA, which is applicable to private bodies. It draws on the guidelines provided by Motus on the minimum required details as expected by the Regulator with regards to compliance to PAIA.

The information contained within, which may not necessarily be in this order, includes:

- (a) The contact details of the head of the private body
- (b) A reference to the “*Guide on how to use the Promotion of Access to Information Act 2 of 2000*” that the South African Human Rights Commission has compiled in compliance with Section 10 of PAIA
- (c) The latest notice published by the Minister under section 52(2) of PAIA
- (d) A description of the records of the private body which are available in terms of any legislation other than PAIA
- (e) A description of the subjects on which the private body holds records and the categories of records held on each subject in sufficient detail to facilitate a request for access to a record
- (f) In compliance with POPIA:
  - (i) The purpose of the processing,
  - (ii) A description of the categories of data subjects and of the information or categories of information relating to those data subjects,
  - (iii) The recipients or categories of recipients to whom the personal information may be supplied,
  - (iv) Planned trans-border flows of personal information, and
  - (v) A general description allowing a preliminary assessment of the suitability of the information security measures to be implemented by the private body (as the responsible party) to ensure the confidentiality, integrity and availability of the information which is to be processed;

## B2: Review

The manual will be reviewed and, if necessary, updated on a regular basis in accordance with the requirements of section 51(2) of PAIA.

## B3: Access

This manual can be accessed in any of the following manners:

- (a) On our website ([www.motusparts.co.za](http://www.motusparts.co.za)),
- (b) At our head office for public inspection during normal business hours, or
- (c) By requesting a copy by email from the duly appointed Information Officer as provided for in Section D2 below.

## C1: Who we are

Motus Aftermarket Parts segment distributes, wholesales, and retails aftermarket parts, tools and accessories for out-of-warranty vehicles. This is accomplished through various sites in Southern Africa as well as distribution centres in Asia. Its footprint comprised of a combination of the following disciplines in business:

- Retail
- Wholesale
- Distribution Centres
- Canopies Manufacturing

## C2: Where we are

### (a) South Africa

The organisation has a national footprint spanning across the following provinces in the Republic of South Africa:

- Eastern Cape
- Northern Cape
- Western Cape
- Kwa-Zulu Natal
- Gauteng
- Free State
- Limpopo
- Mpumalanga
- North West

The manufacturing arm of the organisation is nestled in the whole-ownership of Beekman Canopies as well as a 60% share in Rhinoman Canopies. These 2 entities are the leading fibreglass and aluminium canopy manufacturers respectively across Southern Africa, with over 60 fitment centres and export operations throughout the continent. Beekman Canopies is registered with, and is also an approved canopy supplier to all the major vehicle manufacturers in South Africa.

### (a) Southern Africa

#### (i) Zimbabwe

Motus Aftermarket Parts holds a 49% share in the Wholesale Spares, an established entity that supplies original parts to the retail and workshop market in Zimbabwe. Wholesale Spares is a first tier supplier to the Zimbabwe motor industry through its 4 sites spread across the country.

#### (ii) Mozambique

The organisation also has a 49% stake in 2 sites of the Midas franchise located in Mozambique. This franchise, like its South African counterpart, offers various product ranges from vehicle parts and accessories through to lifestyle equipment.

### (b) China

MAP, through Motus Capital, has a 100% shareholding in MTS, a distribution centre located in Pudong, Shanghai, as well as a 49% share in AIM located in Hefei, China.

### (c) Taiwan

## D1: The Head of MAP

Motus Aftermarket Parts is a private body as defined in PAIA and POPIA and is headed by **Mr. Malcolm J. Perrie** in his official capacity as the **Chief Executive Officer** of the organisation

## D2: The Information Officer

Mr. Perrie has appointed **Mrs. Nontsikelelo Radebe**, in her capacity as the **GM: Risk, Compliance and Sustainability**, as the Information Officer for Motus Aftermarket Parts. As such, he has delegated to Mrs. Radebe the duties of Information Officer as contemplated in both PAIA and POPIA.

## D3: The Information Regulator

The SAHRC has compiled a guide which may assist a person who wishes to exercise any rights contemplated in PAIA.

- **Postal Address:** P.O. Box 31533 | Braamfontein | Johannesburg | 2017
- **Telephone Number:** (010) 023-5207
- **Email address:** [inforeg@justice.or.za](mailto:inforeg@justice.or.za)
- **Website:** [www.justice.gov.za/inforeg](http://www.justice.gov.za/inforeg)

A request for access to records may be made by natural or a juristic person requiring the records for the exercise or protection of any right. If a public body lodges a request the public body must be acting in the public interest.

Requests in terms of PAIA shall be made:

- in the prescribed form (see Annexure A),
- follow the prescribed procedures and
- against payment of prescribed fees as described in paragraph 10s 7 and 10 of this manual (whichever is applicable)

## D4: Contact Details

### (b) Motus Aftermarket Parts: Information Officer

Any person seeking access to a record in the possession or under control of Motus Aftermarket Parts in terms of Section 53 of PAIA, or a data subject requesting access to personal information in terms of Section 23 of POPIA, may address the request to the appointed Information Officer at the Head Office of Motus Aftermarket Parts as follows on the email address [popi@motusparts.co.za](mailto:popi@motusparts.co.za).

### (c) Motus Aftermarket Parts: Head Office

Alternatively, the Head Office of Motus Aftermarket Parts can be approached through any of the following avenues:

**Physical Address**

**Postal Address**

**Other contact platforms**

2 Gordon Avenue  
Meadowview Business Estate East  
Linbro Park  
2090

Private Bag x 10028  
Edenvale  
1610

- Telephone: (011) 879-6000
- Facsimile: None
- Email address: info@motusparts.co.za
- Website: www.motusparts.co.za

## SECTION E: Records Held & Available

### E1: Records available in terms of any other Legislation

Certain records held by MAP are available in terms of legislation other than PAIA. The specific records which are available in terms of such legislation are set out herein and may, in certain instances, only be accessed by the persons specified in the relevant legislation.

<ul style="list-style-type: none"> <li>▪ Administrative Adjudication of Road Traffic Offences Act 46 of 1998</li> <li>▪ Advertising on Roads and Ribbon Development Act 21 of 1940</li> </ul>	<ul style="list-style-type: none"> <li>▪ Basic Conditions of Employment Act 75 of 1997</li> <li>▪ Bills of Exchange Act 34 of 1964</li> <li>▪ Broad-Based Black Economic Empowerment Act 53 of 2003</li> </ul>
<ul style="list-style-type: none"> <li>▪ Companies Act 71 of 2008</li> <li>▪ Compensation for Occupational Injuries and Diseases Act 130 of 1993</li> <li>▪ Competition Act 89 of 1998</li> <li>▪ Constitution of the Republic of South Africa Act 108 of 1996</li> <li>▪ Consumer Protection Act 68 of 2008</li> <li>▪ Copyright Act 98 of 1978</li> <li>▪ Criminal Procedure Act 51 of 1977</li> <li>▪ Currency and Exchanges Act 9 of 1933</li> <li>▪ Customs and Exercise Act 91 of 1964</li> </ul>	<ul style="list-style-type: none"> <li>▪ Electronic Communications and Transactions Act 25 of 2000</li> <li>▪ Employment Equity Act 55 of 1998</li> <li>▪ Environment Conservation Act 73 of 1989</li> </ul>
<ul style="list-style-type: none"> <li>▪ Financial Advisory and Intermediary Services Act 37 of 2002</li> <li>▪ Financial Intelligence Centre Act 38 of 2001</li> <li>▪ Financial Markets Act 19 of 2012</li> <li>▪ Financial Sector Regulation Act 9 of 2017</li> <li>▪ Firearms Control Act 60 of 2000</li> </ul>	<ul style="list-style-type: none"> <li>▪ Income Tax Act 58 of 1962</li> <li>▪ Insurance Act 18 of 2017</li> </ul>
<ul style="list-style-type: none"> <li>▪ Labour Relations Act 66 of 1995</li> </ul>	<ul style="list-style-type: none"> <li>▪ Medical Schemes Act 131 of 1998</li> </ul>
<ul style="list-style-type: none"> <li>▪ National Building Regulations and Building Standards Act 103 of 1997</li> <li>▪ National Credit Act 34 of 2005</li> <li>▪ National Environmental Management Act 107 of 1998</li> <li>▪ National Environmental Management: Air Quality Act 39 of 2008</li> <li>▪ National Road Traffic Act 93 of 1996</li> <li>▪ National Water Act 36 of 1998</li> </ul>	<ul style="list-style-type: none"> <li>▪ Occupational Health and Safety Act 85 of 1993</li> </ul>
<ul style="list-style-type: none"> <li>▪ Patents Act 57 of 1978</li> <li>▪ Pension Funds Act 24 of 1956</li> <li>▪ Prescription Act 68 of 1969</li> <li>▪ Prevention and Combating of Corrupt Activities Act 12 of 2004</li> <li>▪ Prevention of Organised Crime Act 121 of 1998</li> <li>▪ Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000</li> <li>▪ Protected Disclosures Act 26 of 2000</li> <li>▪ Protection of Constitutional Democracy Against Terrorist and Related Activities Act 33 of 2004</li> <li>▪ Protection of Personal Information Act 4 of 1993</li> </ul>	<ul style="list-style-type: none"> <li>▪ Regulation of Interception of Communications and Provision of Communication Related Information Act 70 of 2002</li> </ul>
<ul style="list-style-type: none"> <li>▪ Second-Hand Goods Act 6 of 2009</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tax Administration Act 28 of 2011</li> </ul>

<ul style="list-style-type: none"> <li>▪ Skills Development Act 97 of 1998</li> <li>▪ Skills Development Levies Act 9 of 1999</li> <li>▪ South African Reserve Bank Act 90 of 1989</li> </ul>	<ul style="list-style-type: none"> <li>▪ The South African National Roads Agency Limited and National Road Act 7 of 1998</li> <li>▪ Trade Marks Act 194 of 1993</li> <li>▪ Transfer Duty Act 40 of 1949</li> </ul>
<ul style="list-style-type: none"> <li>▪ Unemployment Insurance Act 63 of 2001</li> <li>▪ Unemployment Insurance Contributions Act 4 of 2002</li> </ul>	<ul style="list-style-type: none"> <li>▪ Value Added Tax Act 89 of 1991</li> </ul>

## E2: Categories & Description of Records Held

The following is a list of the subjects on which MAP holds records and the categories into which these records fall. The procedure in terms of which such records may be requested from MAP is set out in Section H of this manual.

The records listed below will not, in all instances, be provided to a requester who requests them in terms of PAIA. The Requester has to show that he or she has the right, in terms of PAIA, to be given access to the records in question.

Category	Description
<b>Administration</b>	<ul style="list-style-type: none"> <li>▪ Applicable statutory documents</li> <li>▪ Statutory returns to relevant authorities</li> </ul>
<b>Corporate Governance</b>	<ul style="list-style-type: none"> <li>▪ Codes of Conduct</li> <li>▪ Corporate Social and Investment records</li> <li>▪ Minutes of meetings (<i>Executive Committee &amp; Other Committees</i>)</li> <li>▪ Legal compliance records</li> <li>▪ Policies</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>▪ Accounting records (<i>Debtors, Creditors, Insurance, Travel</i>)</li> <li>▪ Asset registers</li> <li>▪ Auditors' reports</li> <li>▪ Bank statements (<i>And related records &amp; documents</i>)</li> <li>▪ Insurance records &amp; documentation</li> <li>▪ Financial statements (<i>Interim &amp; Annual</i>)</li> <li>▪ Fleet Additions &amp; Disposals (<i>Registration &amp; Licensing docs, Offers to Purchase, Proof of Payments</i>)</li> <li>▪ SA Returns (<i>Tax &amp; Statistic SA</i>)</li> <li>▪ Tax records (<i>Company, PAYE &amp; VAT</i>)</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>▪ Conditions of employment (<i>Leave, salaries, overtime, bonuses, medical aid &amp; other benefits</i>)</li> <li>▪ Employee information (<i>Tax, CV's &amp; related information, Loans, Correspondence, Statistics</i>)</li> <li>▪ Employee records (<i>Staff listings, Personal details, Disciplinary records, Evaluation records</i>)</li> <li>▪ Fund information (<i>Group life assurance, Disability income protection, UIF, Provident funds</i>)</li> <li>▪ Policies &amp; Codes (<i>Disciplinary, Conduct, Performance, Use of company resources, B-BBEE, SETA</i>)</li> <li>▪ Procedures (<i>Appeals, Grievance, Disciplinary, Industrial Relations</i>)</li> <li>▪ Recruitment &amp; Retention (<i>Advertising of roles, Appointments, Contracts, Promotions</i>)</li> <li>▪ Remuneration (<i>Policies, Records, Payslips</i>)</li> <li>▪ Training (<i>Learnership programs, Agreements, Records, Statistics, Schedules &amp; Material</i>)</li> <li>▪ Workplace plans (<i>Skills plans, Succession planning</i>)</li> </ul>
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>▪ Computer Software</li> <li>▪ Support &amp; Maintenance agreements</li> <li>▪ Records regarding systems &amp; programs (<i>Access, Breach, Down-time, Recoveries, Tests</i>)</li> </ul>
<b>Marketing &amp; Advertising</b>	<ul style="list-style-type: none"> <li>▪ Firm publications</li> <li>▪ Logos and other Artwork</li> </ul>
<b>Operations</b>	<ul style="list-style-type: none"> <li>▪ Supplier information (<i>Lists, Details, Agreements</i>)</li> <li>▪ Access control records (<i>Authorisations, History</i>)</li> <li>▪ Fleet management (<i>Vehicle &amp; Fuel card assignments</i>)</li> </ul>

- Property lease agreements

**Risk Office**

- Occupational Health & Safety audit records
- Trademark certificates

### E3: Categories of Records available without Formal Request

No notices relating to MAP have been published by the Minister in terms of section 52(2) of PAIA.

Certain records are available without the formal request procedures set out in PAIA and detailed in Section F of this manual. This information may be inspected, collected, purchased or copied (at the prescribed fee for reproduction) at the MAP Head Office. Some information can also be accessed on the MAP website.

These records include:

Category	Description
<b>MAP Business Review</b>	<ul style="list-style-type: none"> <li>▪ A detailed description of the business of MAP</li> <li>▪ Corporate leadership</li> <li>▪ B-BBEE Certificate &amp; Annexures</li> </ul>
<b>Group Trading Entities</b>	<ul style="list-style-type: none"> <li>▪ Canopy manufacturing</li> <li>▪ Franchise &amp; Agencies</li> <li>▪ Investments</li> <li>▪ Owned retail</li> <li>▪ Regional &amp; International Distribution</li> <li>▪ Special workshops &amp; Products</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>▪ Cookie policy</li> <li>▪ Privacy Statement</li> <li>▪ PAIA Manual</li> </ul>
<b>Marketing &amp; Communication</b>	<ul style="list-style-type: none"> <li>▪ Industry news</li> <li>▪ Press statements</li> <li>▪ Product and Promotional Information</li> </ul>

### E4: Off-site storage of Documents

Certain records have been stored by the organisation in off-site facilities. These facilities have controlled access points to which specific individuals within the organisation are privy to.

These documents, although available without the formal request procedures set out in PAIA and detailed in Section F of this manual, will be subjected to the organisational checks, balances and controls that are afforded to the related documents.

Some information can also be accessed on the MAP website.

Entity	On-Site Facility	Off-site Facility
Aftermarket Parts	Yes	Yes
Alert Engine Parts	Yes	Yes
Beekman Canopies	Yes	Yes

Midas Retail	Yes	No
Rhinoman Canopies	Yes	No

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## SECTION F: Regulatory Bodies

### (a) Associations

The operations of Motus Aftermarket Parts are overseen and regulated by the following Associations

- (i) SABS - South African Bureau of Standards
- (ii) MIOSA - Motor Industry Ombudsman of South Africa
- (iii) MTA - Motor Trade Association (Zimbabwe)
- (iv) SANS - South African National Standards

### (b) Unions

In addition, the organisation has recognised the membership of its employees to the following Unions:

- (i) MIBCO - Motor Industry Bargaining Council
- (ii) MISA - Motor Industry Staff Association
- (iii) NUMSA - National Union of Metalworkers of South Africa

### G1: The Purpose of Processing

Motus Aftermarket Parts processes personal information for various lawful purposes:

- permitted by Section 11(1) of POPIA, and
- authorised in
  - Part B of Chapter 3 of POPIA governing the processing of Special Information, and
  - Part C of Chapter 3 of POPIA governing the processing of Children's information.

#### (a) Employees, Customers and Suppliers

MAP processes personal information in order to fulfil its responsibilities to customers, employees, suppliers and other natural or juristic persons across its five business disciplines, as set out in Section C above.

The personal information is processed in order to:

- (i) Maintain their records
- (ii) Respond to their enquiries and complaints
- (iii) Inform them of new products, services or offerings

#### (b) Ordinary course of Business

This information is processed for various purposes during the ordinary course of business, some which are to:

- (i) To transact with Motus' suppliers and business partners;
- (ii) To comply with legislative, regulatory, risk and compliance requirements (including directives, sanctions and rules), voluntary and involuntary codes of conduct and industry agreements or to fulfil reporting requirements and information requests
- (iii) Including those for:
  - Recruitment, employment and/or apprenticeship purposes
  - General administration, financial and tax purposes
  - Legal or contractual purposes
  - Health and safety purposes

#### (c) Ease and efficiency of Operations

The manner in which efficiencies are built into the organisation's processes require that MAP processes personal information in order to

- (i) Assist in the improvement of the quality of its products and/or services
- (ii) Secure and manage access to MAP's premises and facilities
- (iii) Identify offerings which might be of interest to data subjects and to inform them about MAP's offerings

(d) Financial Management

The processing of financial information assists Motus Aftermarket Parts:

- (i) Detect, prevent and report theft, fraud, money laundering and other crimes. This may include the processing of special personal information, e.g. alleged criminal behaviour, or the supply of false, misleading or dishonest information
- (ii) Enforce and collect on any agreement when MAP needs to recover debts

G2: Categories of Data Subjects and Related PI

Categories of Data Subjects	Personal information ( and special information) processed
<b>Customers, Potential Customers and Previous Customers</b>	name   identity number or passport number   date of birth   citizenship   residence status   telephone number(s)   email address(es)   income tax numbers   physical and postal addresses   financial information   banking information.
	Customer vehicle information
	Customer contact information
<b>Distributor, Wholesale, Retail and Franchises</b>	Personal information of the partner/manager including: Name   identity number   contact details
<b>Employees (previous and existing)</b>	Personal information and special personal information including: name   identity number or passport number   date of birth   citizenship   residence status   telephone number(s)   email address(es)   income tax numbers   physical and postal addresses   financial information   banking information   medical information   beneficiary information
	Pension and Provident Fund information
	Payroll records
	Access records: Physical & Electronic
	Time and Attendance records
	Video records
	Performance records
	Disciplinary procedures
	Employment contracts
	Disability information
	Training records
	Employment history, background checks and criminal checks
	Personal information of supplier/service provider representatives including: name   identity number   contact details   bank details

<b>Suppliers &amp; Service Providers</b>	name   identity number   contact details   bank details
<b>Job applicants</b>	Curriculum vitae and application forms
	Background and Criminal Record checks
	Employee education and Psychometrics records
<b>Visitors</b>	Access records: Physical & Electronic
	Video records

### G3: Recipients to whom PI may be Supplied

Motus Aftermarket Parts may share the personal information of data subjects for any of the purposes outlined above with the following:

- (a) Motus, its South African subsidiaries and their divisions, and any subsidiaries based in jurisdictions outside of South Africa;
- (b) Motus-authorized dealerships, rental companies and motor-related financial services;
- (c) Any operators who perform services on behalf of Motus Aftermarket Parts;
- (d) Other industry regulators in order to comply with any regulation passed under the relevant legislation, or any legal process
- (e) The Financial Sector Conduct Authority and the regulators appointed for the various financial sectors
- (f) Any applicable:
  - (i) medical aid funds,
  - (ii) pension funds,
  - (iii) provident funds,
  - (iv) credit bureau, and/or
  - (v) recruitment companies

### G4: Sharing Personal Information

In the event that MAP is the responsible party for personal information that is to be shared, before that personal information is shared, the following process will be followed:

- (a) MAP will conclude a written contract with the Operator
- (b) MAP will require that the Operator
  - (i) establish and maintain appropriate technological and organisational measures
  - (ii) to protect against
    - o unauthorised access, or
    - o processing of the personal information, and
    - o against loss of,
    - o damage to, and
    - o the unauthorised destruction of personal information.

### G5: Planned trans-border flows of Personal Information

MAP will only transfer personal information across South African borders to foreign countries, if

- (a) it is necessary to comply with legislation,
- (b) the transfer is necessary for the conclusion or performance of a contract of which data subjects may be parties,
- (c) it protects the legitimate interest of the data subject, or
- (d) is necessary for MAP to pursue its legitimate interests, or that of a third party to which the data is supplied.

Before transferring personal information across a South African border to a foreign country MAP will take steps to ensure that recipients of trans-border personal information are bound by laws or agreements that provide an adequate level of protection and uphold principles for reasonable and lawful processing of personal information in terms of POPIA.

If MAP relies on the legitimate interest of a data subject, prior to transferring personal information cross border, it will conduct a legitimate interest assessment.

## G6: Security Safeguards

MAP complies with POPIA in protecting the integrity and confidentiality of personal information. In doing so, it has due regard to generally accepted information security practices and procedures.

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## SECTION H: Data Subjects' access to Personal Information

### H1: Request procedure in terms of PAIA

Any individual or interested party (hereafter called the Requestor) may, in terms of Section 50 of PAIA, request access to records held by MAP. To request access to a record held by MAP:

- (a) A Requestor must complete the form annexed to this manual marked "A".
- (b) The Requestor must provide sufficient detail on the prescribed form to allow MAP to identify
  - (i) The record(s) that have been requested and
  - (ii) The identity of the requester.
- (c) If a request is made on behalf of another person or entity, the Requestor must submit details and proof of the capacity in which the request is being made, which must be reasonably satisfactory to Motus Aftermarket Parts.
- (d) The Requestor is also required to:
  - (i) indicate the form of access to the relevant records that is required,
  - (ii) provide applicable contact details in the Republic of South Africa.
  - (iii) identify the right that is being sought to be exercised by accessing the records held by MAP, and
  - (iv) explain why the particular record or records requested is or are required for the exercise or protection of that right.

### H2: Completion of Access Request Form

In order to allow for a timely response by MAP to requests for access to information, the following guidelines should be followed:

- (a) The access request form must be completed IN FULL and in BLOCK letters
- (b) Proof of identity will be required to authenticate the identity of the Requestor  
(A certified copy of the Requestor's ID must be supplied)
- (c) Provide explanation of which requested record is required for the exercise or protection of that right
- (d) Should a question not apply or should there be nothing to disclose, "N/A" must be stated in response to that question.
- (e) Should there be insufficient space of a printed form, additional information may be provided on a separate page to be attached to the form.

### H3: Right of Refusal

MAP may, and must, in certain instances, refuse access to records on any of the grounds set out in Chapter 4 of Part 3 of PAIA which include that:

- (a) Access that would result in the unreasonable disclosure of personal information about a third party,
- (b) It is necessary to protect

- (i) the commercial information of a third party or of MAP itself,
  - (ii) the confidential information of a third party,
  - (iii) the safety of individuals or property
- (c) A record constitutes privileged information for the purpose of legal proceedings, and
- (d) It is necessary to protect the research information of a third party or Motus itself.
- (f) Access to documents may also be refused based on professional privilege.

#### H4: MAP Response

- (a) MAP is required to inform the Requester in writing of its decision in relation to a request. Should the Requester wish to be informed of its decision in another manner as well, this must be set out in the request and the relevant details included.
- (b) MAP will make a decision in relation to a request for records within 30 days of receiving it, unless third parties are required to be notified of the request or the 30-day period is extended as provided for in PAIA. MAP will notify the requester if the 30-day period for processing a request is to be extended.
- (c) Where a request is refused, the Requester may lodge a complaint in writing with the Information Regulator, or apply to the High Court within 180 days of being informed of the refusal of the request. The Requestor may apply for an order compelling the record(s) requested to be made available or make an application for another appropriate order. The Court will determine whether the records should be made available or not.

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### SECTION I: Fees Payable

The South African Human Rights Commission is responsible for administering the constitutional right of access to information. It has published a Guide on how to use the Promotion of Access to Information Act 2 of 2000. This includes the fees payable by Requestors to enable the access to information.

To ensure that the fees payable for a request are current, the Requestor is referred to the Guide that can be accessed at [https://www.gov.za/sites/default/files/gcis\\_documents/SAHRC-PAIA-guide2014.pdf](https://www.gov.za/sites/default/files/gcis_documents/SAHRC-PAIA-guide2014.pdf).

The information officer, whose contact details are available at Section D of this manual, will be able to assist if so required.

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### SECTION J: Other Information as Prescribed

The Minister has not prescribed that any further information must be contained in this manual.

## Z1: Version Control

Version	Date	Author	Action
1.0	27 June 2021	GM: Risk, Compliance & Sustainability	First PAIA Manual

## Z2: Document Acceptance

For Motus Aftermarket Parts	Name	Signature	Date
GM: Risk, Compliance & Sustainability	Ntsiki Radebe		27 June 2021
Chief Executive Officer	Malcolm Perrie		30 June 2021

**REQUEST FOR ACCESS TO A RECORD HELD BY  
THE MOTUS CORPORATION (Motus)**

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

**and**

**Section 23 of the Protection of Personal Information Act 2013 (Act 4 of 2013)  
("PoPIA")**

### 1. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

Postal address	Physical address	Information Officer contact details	
The Information Officer	The Information Officer	Name	Nontsikelelo Radebe
Private Bag x 10028	Motus Aftermarket Parts		
Edenvale	2 Gordon Avenue	Tel No.	(011) 879-6000
1610	Meadowview Business Park East	eMail	Ntsiki.Radebe@Motusparts.co.za
	Linbro Park, 2090		

### 2. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

<ul style="list-style-type: none"> <li>The particulars of the person who requests access to the records must be recorded below.</li> <li>Furnish an address and/or fax number in the Republic of South Africa to which information must be sent.</li> <li>Proof of capacity in which the request is made, if applicable, must be attached.</li> </ul>			
Full names and surname			
Identity number			
Postal address			Fax number
eMail address			
Capacity in which request is made, when made on behalf of another person			
<b>Important:</b>			
If authorised under a resolution or power of attorney, provide the resolution or power of attorney with this request			

### 3. PARTICULARS OF PERSON ON WHOSE BEHALF A REQUEST IS MADE

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

Full names and surname	
Identity number	
Telephone number	
eMail address	

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

Description of record or relevant part of the record	Personal Information?	Reference number, if available
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Any further particulars of record


**5. FEES**

- A request for access to a record, other details of whether Motus has processes the requesters personal information, will be processed only after the prescribed fee has been paid.
- You will be notified of the amount of the prescribed fee.
- The prescribed 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 request us to confirm if we hold personal information about you (or the person represented by you) as permitted in section 23(1) of PoPIA we will do so at no charge.
- If we are not the responsible party but we hold information about you (or the person represented by you), we will refer you to the responsible party.
- If we are the responsible party and you request a description of the personal information held by us, or of third parties who have access to the information, you will be charged the prescribed fee which must be paid before your request is processed.
- You will be notified of the amount of the prescribed fee.
- If you qualify for exemption of the payment of any fee, please state the reason therefor.

Reason for exemption from payment of fees


**6. FORM OF ACCESS TO RECORD**

If you are prevented by a disability from reading, reviewing or listening to the record in the form of access provided for hereunder, state your disability and indicate in which form the record is required.	
Disability	Form in which record is required
NOTES:	
<ul style="list-style-type: none"> <li>Your indication as to the required form of access depends on the form in which the record is available.</li> <li>Access in the form requested may be refused in certain circumstances. In such a case you will be informed whether access will be granted in another form.</li> <li>The fee payable for access to the record, if any, will be determined partly by the type of form in which access is requested.</li> </ul>	
<b>Mark the appropriate box with an X</b>	
If the record is in written or printed form:	
<input type="checkbox"/> Copy of record* <input type="checkbox"/> Inspection of record	
If record consists of visual images: (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.)	
<input type="checkbox"/> View the images <input type="checkbox"/> Copy of the images* <input type="checkbox"/> Transcription of the images*	
If record consists of recorded words or information which can be reproduced in sound:	
<input type="checkbox"/> Listen to the soundtrack (audio cassette) <input type="checkbox"/> Transcription of soundtrack* (written or printed document)	
If record is held on a computer or in an electronic or machine-readable form:	
<input type="checkbox"/> Printed copy of record <input type="checkbox"/> Printed copy of information derived from the record * <input type="checkbox"/> Copy in computer-readable form* (flash or compact disk)	
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee is payable.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

**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.
Is the information requested personal information of the requestor or the person on whose behalf the request is made?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If the request for any record is not for personal information, indicate which right is to be exercised or protected

If the request for any record is not for personal information, explain why the requested record is required for the exercising or protecting the aforementioned right

**8. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS**

You will be notified in writing addressed to the email address indicated by you, whether your request has been approved or denied. If you wish to be informed thereof 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?

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature Of Requester/Person On Whose Behalf  
Request Is Made

## Annex B1: South African Entities

Entity	Branch	Province
<b>Afintapart</b>	Bloemfontein	Free State
	Cape Town	Western Cape
	Durban	KwaZulu Natal
	East London	Eastern Cape
	Johannesburg	Gauteng
	Nelspruit	Mpumalanga
	Port Elizabeth	Eastern Cape
	7	
<b>Alert Engine Parts</b>	Bloemfontein	Free State
	Brackenfell	Western Cape
	Briardene	KwaZulu Natal
	Durban CBD	KwaZulu Natal
	Riverhorse	KwaZulu Natal
	East London	Eastern Cape
	East Rand	Gauteng
	George	Western Cape
	Goodwood	Western Cape
	Johannesburg	Gauteng
	National Warehouse	Gauteng
	Nelspruit	Mpumalanga
	Ottery	Western Cape
	Pietermaritzburg	KwaZulu Natal
	Pinetown	KwaZulu Natal
Polokwane	Limpopo	
Port Elizabeth	Eastern Cape	
Pretoria	Gauteng	
	18	
<b>Auto Cycle</b>	Cape Town	Western Cape
	Johannesburg	Gauteng
	2	
<b>Beekman Super Canopies</b>	Bellville	Western Cape
	Boksburg	Gauteng
	George	Western Cape
	Parow	Western Cape
	Pinetown	KwaZulu Natal
	Randburg	Gauteng
	Wadeville	Gauteng
	7	
<b>Engineparts Turbochargers</b>	Bloemfontein	Free State
	1	
<b>Head Offices</b>	Aftermakert Parts	Gauteng
	Alert Engine Parts	Western Cape
	Midas Retail	Gauteng
	3	
<b>Maxifren</b>	Cape Town	Western Cape
	Johannesburg	Gauteng
	2	

Entity	Branch	Province
Midas	Akals	KwaZulu Natal
	Ballito	KwaZulu Natal
	Barberton	Mpumalanga
	Bellville	Western Cape
	Bochum	Limpopo
	Centurion	Gauteng
	Colesburg	Nothern Cape
	East London	Eastern Cape
	Edenvale	Gauteng
	George	Western Cape
	Goodwood	Western Cape
	Groblersdal	Limpopo
	King Williams Town	Eastern Cape
	Krugersdorp	Gauteng
	Landros Mare	Limpopo
	Lichtenburg	North West
	Limpopo	Limpopo
	Mahikeng	North West
	Main Reef	Gauteng
	Marble Hall	Limpopo
	Matlabas	Limpopo
	Mdantsane	Eastern Cape
	Mega Main Reef	Gauteng
	Menlyn	Gauteng
	Nelspruit	Mpumalanga
	North Rand	Gauteng
	Nylstroom	Limpopo
	Ontdekkers	Gauteng
	Onverwacht	Gauteng
	Paledi	Limpopo
	Port Elizabeth	Eastern Cape
	Rosettenville	Gauteng
	Rustenburg	North West
	Seshego	Limpopo
	Sibasa	Limpopo
	Soshanguve	Gauteng
	Thabazimbi	Limpopo
Uitenhage	Eastern Cape	
Verwes	North West	
Wynberg	Gauteng	
Zastron	Free State	

Entity	Branch	Province
<b>Motor Spares Stop</b>	Spartan	Gauteng
	Wynberg	Gauteng
<b>2</b>		
<b>Parts Incorporated Africa</b>	Bloemfontein	Free State
	Diesel Warehouse (CPT)	Western Cape
	Diesel Warehouse (JHB)	Gauteng
	Durban	KwaZulu Natal
	Goodwood	Western Cape
	Meadowview	Gauteng
	Nelspruit	Mpumalanga
	Port Elizabeth	Eastern Cape
Pretoria	Gauteng	
<b>9</b>		
<b>Regional Distribution Centres</b>	RDC East Rand	Gauteng
	RDC Polokwane	Limpopo
	RDC Riverhorse	KwaZulu Natal
<b>3</b>		
<b>Rhino Outdoor and Offroad (Pty) Ltd</b>	Pretoria	Gauteng
<b>1</b>		
<b>Scotty's Spares</b>	Bloemfontein	Free State
	Bloemfontein	Free State
<b>2</b>		
<b>Suburban Motor Spares</b>	Maitland	Western Cape
	Mitchell's Plein	Western Cape
	Ottery	Western Cape
<b>3</b>		
<b>Team Car Spares</b>	Body Shop	Limpopo
	Church Street	Limpopo
	Jane Furse	Limpopo
	Lebowakgomo	Limpopo
	Lephalale	Limpopo
	Shongoane	Limpopo
	Tyre Shop	Limpopo
<b>7</b>		
<b>108 Total sites</b>		

Annex B2: Foreign Entities

Entity	Site(s)	Country
Wholesale Spares	Bulawayo	Zimbabwe
	Graniteside	
	Msasa	
	Southernton	
	4	
ARCO	Taichung	Taiwan
	1	
Motus Trading Shanghai (MTS)	Shanghai	China
	1	
	<b>6 Total sites</b>	