



TRANSPACO LIMITED

REGISTRATION NUMBER 1951/000799/06

("The Company" or "Transpaco")

THE PROMOTION OF ACCESS TO INFORMATION MANUAL

("PAIA Manual")



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1 TRANSPACO LIMITED PAIA MANUAL

This manual is prepared in terms of Section 51 of PAIA (Act 2 of 2000, as amended) and aligned to Information Regulator requirements.

1.1 ORGANISATIONAL OVERVIEW

Transpaco Limited is a manufacturer, and distributor of paper and plastic packaging products for a broad range of industries within the core focus of packaging throughout South Africa and Africa.

1.2 CONTACT DETAILS

Designated Information Officer: Ilse Uys
Email address: requests@transpaco.co.za

1.3 INFORMATION REGULATOR

Website: www.inforegulator.org.za
Email: enquirie@inforegulator.org.za

1.4 RECORDS AVAILABLE WITHOUT REQUEST

Annual reports and publicly available website content.

1.5 OTHER LEGISLATION

- Companies Act 71 of 2008
- POPIA
- Labour Relations Act 1995
- Income Tax Act 58 of 1962

1.6 CATEGORIES OF RECORDS

- Corporate
- Financial
- Human Resources
- Customer
- Supplier
- Operational Records

1.7 REQUESTS PROCEDURE

Requests must be made using Form 2 and be submitted via email or physical submission.

1.8 FEES

[Fees](#) are prescribed under the PAIA regulations.



1.9 PROCESSING OF PERSONAL INFORMATION

Includes the purpose, data subjects, recipients, cross border transfer and security measures.

1.10 COMPLAINTS

Directed internally or to the Information Regulator.

1.11 FORMS

[Form 2 - Request for Access](#)

[Form 3 - Outcome of Request](#)

[POPIA Forms](#)