



Think Aspects Promotions (PTY) Ltd • 2006/011697/07

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PAIA Manual – Think Aspects Promotions (Pty) Ltd

This PAIA Manual is published in accordance with Section 51 of the Promotion of Access to Information Act 2 of 2000 (PAIA).

1. Introduction

Think Aspects Promotions (Pty) Ltd is a micro-enterprise operated by its two directors. The company maintains only the records necessary for its operations and legal compliance. Additional records can be produced if ever required for a lawful request.

2. Company details

Business name: Think Aspects Promotions (Pty) Ltd

Registration number: 2006/011697/07

Trading name: Think Aspects

Postal address: P.O.Box 9608, Devon Valley, 1715

Telephone: 083 284 1269

Email: info@thinkaspects.co.za

Website: <https://thinkaspects.co.za>

Head of the Private Body (as defined by PAIA): Vanessa Bolgann (Director)

Email: vanessa@thinkaspects.co.za

3. Nature of the business

Think Aspects Promotions (Pty) Ltd provides:

- Business networking consulting and training, speaking engagements and workshops under the name of Peter Bolgann.
- Marketing systems development (including SiT2000 content systems)
- Website development and digital strategy

- Content creation and communication advisory

The company does not employ staff and does not operate a public-facing office.

4. Guide on how to use PAIA

A guide explaining how to exercise rights under PAIA is available from the **Information Regulator**:

Website: <https://www.inforegulator.org.za>

Email: PAIAComplaints@inforegulator.org.za

5. Categories of records held

Because Think Aspects is a micro-enterprise, only limited categories of records exist. Additional documents can be created if required for a lawful request.

5.1 Records available without a formal PAIA request

- Company profile and service descriptions
- Public website content
- Marketing materials
- Published articles, blogs or presentations

5.2 Records that may be requested in terms of PAIA (if they exist or can be produced)

Company records

- Registration documents
- Director information

Financial records

- Annual financial statements
- Tax submissions and SARS correspondence
- Invoices, quotes and payment records

Client and supplier records

- Contracts and service agreements

- Project briefs and deliverables
- Communication records

Information processed under POPIA

- Contact details of clients, prospects and suppliers
- Email correspondence
- Consent or opt-out records for direct marketing

Note: The company does **not** maintain HR records, payroll, employee files or internal departments, as it has **no employees**.

6. Information held in terms of other legislation

Where applicable, Think Aspects may hold records required under:

- Companies Act 71 of 2008
- Income Tax Act 58 of 1962
- VAT Act 89 of 1991
- POPIA (Act 4 of 2013)

7. How to request access to information

7.1 Submission process

- Requests must be submitted using **Form 2** (Information Regulator prescribed form) and addressed to the Head of the Private Body.
- **Email:** info@thinkaspects.co.za **Subject line:** PAIA Request – [Your Name]

7.2 Requirements for a valid request

The requester must:

- Provide sufficient detail to identify the record
- Specify the form of access required
- Provide proof of identity
- State the purpose of the request (to assess whether access may be granted)

7.3 Fees

- A request fee may apply for non-personal information
- Reproduction fees may apply
- A deposit may be required for large requests
- The fee schedule is available from the Information Regulator.

8. Grounds for refusal

- Access may be refused on the following grounds:
- Protection of personal information of third parties
- Protection of confidential commercial information
- Protection of safety or security of individuals or property
- Privileged legal documents
- Records that may prejudice investigations or legal proceedings

If access is refused, written reasons will be provided.

9. Availability of this manual

This PAIA Manual is available:

- On the Think Aspects website
- At the company's registered office (by arrangement)
- By requesting an electronic copy via email

10. Updates to this manual

This manual will be reviewed annually or when material changes occur in the company's structure, operations or applicable legislation.