


**PROMOTION OF ACCESS
TO INFORMATION MANUAL
for Motus Aftermarket Parts**



Prepared in accordance with section 51 of the
Promotion of Access to Information Act 2 of 2000
("PAIA")
and incorporating compliance with
Protection of Personal Information Act
("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
SAHRC	South African Human Rights Commission
PAIA	<i>Promotion of Access to Information Act 2 of 2000</i> 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 & Interpretations

Data Subject	The person to whom the personal information relates
Employee	Any person who works for or provides services to or on behalf of Motus, and receives or is entitled to receive remuneration
Guide	The guide published by the Information Regulator 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> ")
Information Officer	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.
Information Regulator	The juristic person established under section 39 of POPIA
Motus	Motus Holdings Limited, including all wholly or partially owned South African subsidiaries and divisions
Operator	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.
Personal Information	Has the same meaning as set out in Section 1 of POPIA
Requestor	Any person or entity requesting access to a record that is under the control of MAP
Responsible Party	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.
Special Personal Information	Has the same meaning as set out in Section 1 of POPIA
The Head of MAP	The Chief Executive Officer of Motus Aftermarket Parts
The Manual	This manual which is published in accordance with section 51 of PAIA and "this manual" shall have the same meaning
The Minister	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 Information Regulator must compile 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),
- (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: Motus Holdings

Motus Holdings Limited is a diversified business in the automotive sector, incorporated in 2017 and based in Bedfordview, (South Africa), with unrivalled scale and scope in South Africa. It was unbundled from Imperial Holdings and listed on the JSE in November 2018, and has a selected international presence - primarily in the United Kingdom and Australia. Motus' unique business model is fully integrated across the automotive value chain through its four key business segments namely:

- (a) Import and Distribution
- (b) Retail and Rental
- (c) Motor-related Financial Services, and
- (d) Aftermarket Parts

C2: Motus Aftermarket Parts

The 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. While a summary of the landscape of the organisation is laid out below, please refer to Annexure B of this manual for a complete list of all the entities and branches that make up what is Motus Aftermarket Parts.

(a) South Africa

The South African footprint is comprised of a combination of various sites in the following disciplines in business:

- (i) Retail (selected retail shops under the brand names Midas, Suburban Motor Spares, Team Car Spares and EPD)
- (ii) Wholesale
- (iii) Distribution Centres
- (iv) Manufacturing

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.

(b) 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.

(c) 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.

(d) Taiwan

Motus Aftermarket Parts also holds a 60% share in ARCO, an established professional engine parts exporter with fully operational sales and warehousing facilities in Taichung, a city located in central 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 Information Regulator is required to compile a guide in each official language of the Republic of South Africa on how to exercise any right under PAIA.

- **Physical Address:** JD House | 27 Stiemens Street | Braamfontein | Johannesburg | 2001
- **Postal Address:** P.O. Box 31533 | Braamfontein | Johannesburg | 2017
- **Telephone Number:** (010) 023-5207
- **Email address:** info@justice.gov.za
- **Website:** www.justice.gov.za/info@reg

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 Section I of this manual.

The current guide compiled by the SAHRC is available here:

<https://www.sahrc.org.za/home/21/files/SAHRC%20PAIA%20Section%2010%20Guide%202020%20FINAL%20WEB.pdf>

D4: Contact Details

(a) 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 on the email address **popi@motusparts.co.za**.

(b) 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	<ul style="list-style-type: none"> ▪ Telephone: (011) 879-6000 ▪ Facsimile: None ▪ Email: POPI@motusparts.co.za ▪ Website: www.motusparts.co.za

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"> ▪ Administrative Adjudication of Road Traffic Offences Act 46 of 1998 ▪ Advertising on Roads and Ribbon Development Act 21 of 1940 	<ul style="list-style-type: none"> ▪ Basic Conditions of Employment Act 75 of 1997 ▪ Bills of Exchange Act 34 of 1964 ▪ Broad-Based Black Economic Empowerment Act 53 of 2003
<ul style="list-style-type: none"> ▪ Companies Act 71 of 2008 ▪ Compensation for Occupational Injuries and Diseases Act 130 of 1993 ▪ Competition Act 89 of 1998 ▪ Constitution of the Republic of South Africa Act 108 of 1996 ▪ Consumer Protection Act 68 of 2008 ▪ Copyright Act 98 of 1978 ▪ Criminal Procedure Act 51 of 1977 ▪ Currency and Exchanges Act 9 of 1933 ▪ Customs and Exercise Act 91 of 1964 	<ul style="list-style-type: none"> ▪ Electronic Communications and Transactions Act 25 of 2000 ▪ Employment Equity Act 55 of 1998 ▪ Environment Conservation Act 73 of 1989
<ul style="list-style-type: none"> ▪ Financial Advisory and Intermediary Services Act 37 of 2002 ▪ Financial Intelligence Centre Act 38 of 2001 ▪ Financial Markets Act 19 of 2012 ▪ Financial Sector Regulation Act 9 of 2017 ▪ Firearms Control Act 60 of 2000 	<ul style="list-style-type: none"> ▪ Income Tax Act 58 of 1962 ▪ Insurance Act 18 of 2017
<ul style="list-style-type: none"> ▪ Labour Relations Act 66 of 1995 	<ul style="list-style-type: none"> ▪ Medical Schemes Act 131 of 1998
<ul style="list-style-type: none"> ▪ National Building Regulations and Building Standards Act 103 of 1997 ▪ National Credit Act 34 of 2005 ▪ National Environmental Management Act 107 of 1998 ▪ National Environmental Management: Air Quality Act 39 of 2008 ▪ National Road Traffic Act 93 of 1996 ▪ National Water Act 36 of 1998 	<ul style="list-style-type: none"> ▪ Occupational Health and Safety Act 85 of 1993
<ul style="list-style-type: none"> ▪ Patents Act 57 of 1978 ▪ Pension Funds Act 24 of 1956 ▪ Prescription Act 68 of 1969 ▪ Prevention and Combating of Corrupt Activities Act 12 of 2004 ▪ Prevention of Organised Crime Act 121 of 1998 ▪ Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000 ▪ Protected Disclosures Act 26 of 2000 ▪ Protection of Constitutional Democracy Against Terrorist and Related Activities Act 33 of 2004 ▪ Protection of Personal Information Act 4 of 2013 	<ul style="list-style-type: none"> ▪ Regulation of Interception of Communications and Provision of Communication Related Information Act 70 of 2002
<ul style="list-style-type: none"> ▪ Second-Hand Goods Act 6 of 2009 ▪ Skills Development Act 97 of 1998 ▪ Skills Development Levies Act 9 of 1999 ▪ South African Reserve Bank Act 90 of 1989 	<ul style="list-style-type: none"> ▪ Tax Administration Act 28 of 2011 ▪ The South African National Roads Agency Limited and National Road Act 7 of 1998 ▪ Trademarks Act 194 of 1993 ▪ Transfer Duty Act 40 of 1949
<ul style="list-style-type: none"> ▪ Unemployment Insurance Act 63 of 2001 ▪ Unemployment Insurance Contributions Act 4 of 2002 	<ul style="list-style-type: none"> ▪ Value Added Tax Act 89 of 1991

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

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

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

(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

Customers, Potential Customers and Previous Customers	Name ▪ Identity number ▪ Passport number ▪ Date of birth ▪ Citizenship ▪ Residence status Telephone number(s) ▪ Email address(es) ▪ Income tax numbers ▪ Physical address ▪ Postal address ▪ Financial information ▪ Banking information
	Customer vehicle information
	Customer contact information
Distributor, Wholesale, Retail and Franchises	Personal information of the partner/manager including: Name ▪ identity number ▪ contact details
Employees (previous and existing)	Name ▪ Identity number ▪ Passport number ▪ Date of birth ▪ Citizenship ▪ Residence status Telephone number(s) ▪ Email address(es) ▪ Income tax numbers ▪ Physical address ▪ Postal address ▪ Financial information ▪ Banking information ▪ Medical information ▪ Beneficiary information
	Pension information ▪ Provident Fund information
	Payroll records
	Physical access records ▪ Electronic access records
	Time records ▪ Attendance records
	Video records
	Performance records
	Disciplinary procedures
	Employment contracts
	Disability information
	Training records
	Employment history ▪ Background checks ▪ Criminal checks
	Name ▪ Identity number ▪ Contact details ▪ Bank details
Suppliers & Service Providers	Name ▪ Identity number ▪ Contact details ▪ Bank details
Job applicants	Curricula vitae ▪ Application forms
	Background checks ▪ Criminal record checks
	Employee education ▪ Psychometrics records
Visitors	Physical access records ▪ Electronic access records
	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.

H1: Request procedure in terms of PAIA

Any individual or interested party (hereafter called the Requester) 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 Requester
(A certified copy of the Requester'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.
- (e) 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 submit a complaint in writing to the Information Regulator **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.

SECTION I: Fees Payable

The fees payable by the Requesters to enable access to information is described in the table below:

		Amount	Condition
1 Admin			
1.2	Request fee payable by every requester	R 140.00	
1.2	Postage, e-mail or any other electronic transfer	Actual expense (if any)	
2 Copies			
2.1	Photocopy of A4-size page	R 2.00	Per A4-size page (or part thereof)
2.2	Printed copy of A4-size page	R 2.00	Per A4-size page (or part thereof)
3 Computer-readable Copies			
3.1	Copy on a flash drive	R 40.00	Flash drive to be provided by the Requester
3.2	Copy on a compact disc	R 40.00	If compact disk is provided by the Requester
3.3	Copy on a compact disc	R 60.00	If compact disk is provided to the Requester
4 Visual Images			
4.1	Transcription per page		Service to be outsourced.
4.2	Copy per page		The final cost will depend on quotation from the service provider.
5 Audio Records			
5.1	Copy on a flash drive	R 40.00	Per A4-size page (or part thereof)
5.2	Copy on a compact disc	R 40.00	If compact disk is provided by the Requester
5.3	Copy on a compact disc	R 40.00	If compact disk is provided to the Requester
6 Searches			
6.1	Search and prepare the record for disclosure	R 145.00	For each hour or part of an hour (excluding the first hour) - reasonably required for such search and preparation. - to not exceed a total of R435
6.2	Deposit – if the search exceeds 6 hours	One third of amount per request, (calculated in terms of the costs listed in points 2 to 5 above)	



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

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
2.0	31 July 2022	GM: Risk, Compliance & Sustainability	Revised listing of entities in the MAP universe

Z2: Document Acceptance

For Motus Aftermarket Parts	Name	Signature	Date
GM: Risk, Compliance & Sustainability	Ntsiki Radebe		31 July 2022
Chief Executive Officer	Malcolm Perrie		31 July 2022

**REQUEST FOR ACCESS TO A RECORD HELD BY
MOTUS AFTERMARKET PARTS (MAP)**

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

1. PARTICULARS OF PRIVATE BODY

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

2. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

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

Surname		Identity Number	
Full names			
Email address			
Street address		Postal address	
Mobile number	Landline (work)	Fax number	Contact Number (Other)
Capacity in which request is made, when made on behalf of another person			
Important: 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)

Surname		Identity Number	
Full names			
Email address			
Street address		Postal address	
Mobile number	Landline (work)	Fax number	Contact Number (Other)
Capacity in which request is made, when made on behalf of another person			

4. PARTICULARS OF RECORD REQUESTED

- 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	Reference number, if available
Any further particulars of record	

5. TYPE OF RECORD

Type of record or relevant part of the record	Indicate with "x"
Record is in written or printed form	
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Record consists of recorded words or information which can be reproduced in sound	

Record is held on a computer or in an electronic, or machine-readable form	
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6. FORM OF ACCESS TO RECORD

Type of record or relevant part of the record	Indicate with "x"
Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

7. MANNER OF ACCESS

Type of record or relevant part of the record	Indicate with "x"									
Personal inspection of record at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)										
Postal services to postal address										
Postal services to street address										
Courier service to street address										
Facsimile of information in written or printed format (including transcriptions)										
E-mail of information (including soundtracks if possible)										
Cloud share / file transfer										
Preferred language (Please note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)										
Afrikaans	English	isiNdebele	sePedi	seSotho	seSwati	xiTsonga	seTswana	tshiVenda	isiXhosa	Isi Zulu

8. 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

9. 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

Afintapart

	Branch Name	Branch #	Province
1	Cape Town	A2	Western Cape
2	Durban	A4	Kwa-Zulu Natal
3	Epping (Old Maxifren CPT)	A9	Western Cape
4	East London	A3	Eastern Cape
5	Johannesburg	A1	Gauteng

	Branch Name	Branch #	Province
6	Polokwane	A5	Limpopo
7	Nelspruit	A6	Mpumalanga
8	Bloemfontein	A7	Free State
9	Port Elizabeth	A5	Eastern Cape

Alert Engine Parts

	Branch Name	Branch #	Province
1	Bloemfontein	BFN	Free State
2	Brackenfell	BRK	Western cape
3	Cape Town	CPT	Western cape
4	Durban (Briardene)	DBB	Kwa-Zulu Natal
5	Durban (CBD)	DCB	Kwa-Zulu Natal
6	Durban (Riv erhorse)	DBN	Kwa-Zulu Natal
7	East London	ELN	Eastern Cape
8	East Rand	ERB	Gauteng
9	George	GRG	Western cape

	Branch Name	Branch #	Province
10	Johannesburg	JHB	Gauteng
11	Nelspruit	NEL	Mpumalanga
12	Ottery	OTT	Western cape
13	Pietermaritzburg	PMB	Kwa-Zulu Natal
14	Pinetown	PTN	Kwa-Zulu Natal
15	Polokwane	PLK	Limpopo
16	Port Elizabeth	PEL	Eastern Cape
17	Pretoria	PTA	Gauteng
18	George	GRG	Western cape

Beekman Super Canopies

	Branch Name	Branch #	Province
1	Bellville	20	Western Cape
2	Boksburg	30	Gauteng
3	George	50	Western Cape
4	Naboomspruit	35	Limpopo

	Branch Name	Branch #	Province
5	Parow	80	Western Cape
6	Pinetown	40	Kwa-Zulu Natal
7	Randburg	65	Gauteng
8	Wadeville	11	Gauteng

Head Offices

	Branch Name	Branch #	Province
1	Aftermarket Parts	50	Gauteng
2	Midas Retail	56	Gauteng

	Branch Name	Branch #	Province
3	Alert Engine Parts	HOF	Western Cape

Motor Spares Stop

	Branch Name	Branch #	Province
1	Spartan	ME	Gauteng

	Branch Name	Branch #	Province
2	Wynberg	MT	Gauteng

Regional Distribution Centres

	Branch Name	Branch #	Province
1	Cape Town	CR	Western Cape
2	East Rand	ER	Gauteng

	Branch Name	Branch #	Province
3	Polokwane	28	Limpopo
4	Rustenburg	AG	North West

South African Entities continued...

Midas

	Branch Name	Branch #	Province
1	Uitenhage	13	Eastern Cape
2	George	18	Western Cape
3	East London	20	Eastern Cape
4	Mdantsane	22	Eastern Cape
5	King Williams Town	23	Eastern Cape
6	Bellville	31	Western Cape
7	Goodwood	34	Western Cape
8	Akals	41	Kwa-Zulu Natal
9	Ballito	42	Kwa-Zulu Natal
10	Nelspruit	63	Mpumalanga
11	Mega Main Reef	69	Gauteng
12	Main Reef	70	Gauteng
13	Krugersdorp	71	Gauteng
14	Ontdekkers	72	Gauteng
15	Centurion	73	Gauteng
16	Soshanguve	74	Gauteng
17	Matlabas	75	Limpopo
18	Onverwacht	76	Limpopo
19	North Rand	77	Gauteng
20	Barberton	BM	Mpumalanga
21	Rustenburg	DR	North West
22	Discount Town	DS	North West
23	Engineparts Turbochargers	EB	Free State
24	Elukwatini	EK	Mpumalanga
25	Elarduspark	EM	Gauteng

	Branch Name	Branch #	Province
26	Scotty's Midas	FB	Free State
27	Colesberg	FC	Northern Cape
28	Latgro	FL	Free State
29	Zastron	FZ	Free State
30	Edenvale	GE	Gauteng
31	Rosettenville	GR	Gauteng
32	Wynberg	GW	Gauteng
33	Landros Mare	L1	Limpopo
34	Seshego	L7	Limpopo
35	Paledi	L8	Limpopo
36	Polokwane	L9	Limpopo
37	Bochum	LB	Limpopo
38	Lichtenburg	LG	North West
39	Sibasa	LS	Limpopo
40	Thabazimbi	LT	Limpopo
41	Groblersdal	MG	Limpopo
42	Marble Hall	MH	Limpopo
43	Menlyn	ML	Gauteng
44	Mahikeng	MM	North West
45	Nylstroom	MN	Limpopo
46	Oudsthoorn	MO	Western Cape
47	Verwes (Zeerust)	MZ	North West
48	Quay	PE	Eastern Cape
49	Potchefstroom	PT	North West
50	Sasolburg	SA	Sasolburg

Rhinoman Canopies

	Branch Name	Branch #	Province
1	Assembly	ASS	Gauteng
2	Fabrication	FAB	Gauteng

	Branch Name	Branch #	Province
3	Processing	PRO	Gauteng

Suburban Spares

	Branch Name	Branch #	Province
1	Maitland	SR	Western Cape
2	Mitchell's Plein	SM	Western Cape

	Branch Name	Branch #	Province
3	Ottery	SO	Western Cape

Team Car Spares

	Branch Name	Branch #	Province
1	Body Shop	LL	Limpopo
2	Church Street	L3	Limpopo
3	Jane Furse	LJ	Limpopo
4	Lebowakgomo	LL	Limpopo

	Branch Name	Branch #	Province
5	Lephalale	78	Limpopo
6	Shongoane	79	Limpopo
7	Tyre Shop	LL	Limpopo

China

Branch Name	Branch #	Region
Motus Trading Shanghai	MTS	Shanghai

Taiwan

Branch Name	Branch #	Region
ARCO Motor Industry	ARC	Taichung

United Kingdom

Branch Name	Branch #	Region
FAI Automotiv e plc	FAI	Bedfordshire

Zimbabwe

	Branch Name	Branch #	Region
1	Wholesale Spares	TIB	Bulawayo
2	Wholesale Spares	GRS	Graniteside
3	Wholesale Spares	MSS	Msasa
4	Wholesale Spares	WSS	Southerton