

PAIA Manual for The Together Project

Prepared in accordance with Section 51 of the Promotion of Access to Information Act (Act 2 of 2000)

1. Introduction

This manual is compiled in terms of Section 51 of the Promotion of Access to Information Act, No. 2 of 2000 (PAIA). It provides a guide on how to access records held by The Together Project.

2. Contact Details

Name of NPO	The Together Project
Registration Number	318-603 NPO
Postal Address	167 Mackenzie Street, Brooklyn, Pretoria 0011
Physical Address	167 Mackenzie Street, Brooklyn, Pretoria 0011
Cellphone number	0647512786
Email Address	togetherprojectza@gmail.com
Website (if applicable)	https://togetherproject.co.za/
Information Officer	Sophie Ella Manzie
Designation	Board member
Email of Information Officer	Sophiem.ttp@gmail.com

3. The ACT (PAIA)

PAIA gives people the right to access information that is required to exercise or protect any rights. This manual explains the structure of our NPO and how records may be requested.

4. Guide on How to Use PAIA

A guide on how to use PAIA is available from the Information Regulator:

- Website: <https://www.inforegulator.org.za>
- Email: PAIAComplaints@inforegulator.org.za

5. Records Held by The Together Project

Below are categories of records we hold, which may be requested under PAIA (if not already publicly available):

- Founding documents (e.g. constitution, registration certificate)
- Minutes of meetings (e.g. board meetings)
- Financial statements and reports
- Project and donor reports
- Staff/volunteer records
- Operational policies and procedures
- Correspondence (email and written)
- Promotional materials (newsletters, flyers)

6. Request Procedure

To request access to a record, a requester must:

- Complete the prescribed Form C (available from the Information Regulator or The Together Project)
- Submit it to the Information Officer at the contact details listed above
- Pay any prescribed fee (if applicable)

Access may be refused on legitimate grounds, e.g. protection of personal or confidential information.

7. Voluntarily Disclosed Records

We voluntarily make the following records available to the public, and they may be accessed without a formal request:

- Annual reports
- Event information
- Public educational materials

These are available on our website (if applicable) or on request.

8. Prescribed Fees

- A fee may be charged to access certain records.
- If the request is for personal records of the requester, no fee is charged for access.
- If applicable, you will be informed of the amount to be paid before the request is processed.

10. Signed



Sophie Ella Manzie
Information Officer/Board member
Date: 26/06/2025



Karla Cloete
Board member/Founder
Date: 26/06/2025



Leanne Urdang
Board member/Founder
Date: 26/06/2025

PAIA Handleiding vir The Together Project

Voorberei in ooreenstemming met Artikel 51 van die Wet op die Bevordering van Toegang tot Inligting (Wet 2 van 2000)

1. Inlieding

Hierdie handleiding is saamgestel ingevolge Artikel 51 van die Wet op die Bevordering van Toegang tot Inligting, No. 2 van 2000 (PAIA). Dit verskaf 'n gids oor hoe om toegang te verkry tot rekords wat deur The Together Project gehou word.

2. Kontak Besonderhede

Naam van die NPO	The Together Project
Registrasie Nommer	318-603 NPO
Pos Address	167 Mackenzie Street, Brooklyn, Pretoria 0011
Straat Address	167 Mackenzie Street, Brooklyn, Pretoria 0011
Selfoon nommer	0647512786
Epos Address	togetherprojectza@gmail.com
Webtuiste	https://togetherproject.co.za/
Inligtingsbeampte	Sophie Ella Manzie
Aanwysing	Raadslid
Epos vir Inligtingsbeampte	Sophiem.ttp@gmail.com

3. The ACT (PAIA)

PAIA gee mense die reg om toegang tot inligting te verkry wat nodig is om enige regte uit te oefen of te beskerm. Hierdie handleiding verduidelik die struktuur van ons NPO en hoe rekords aangevra kan word.

4. Gids oor hoe om PAIA te benut on How to Use PAIA

'n Gids oor hoe om PAIA te gebruik is beskikbaar by die Inligtingsreguleerder:

- Webwerf: <https://www.inforegulator.org.za>
- E-pos: PAIAComplaints@inforegulator.org.za

5. Rekords gehou deur The Together Project

Hieronder is kategorieë van rekords wat ons hou, wat ingevolge PAIA aangevra kan word (indien nie reeds publiek beskikbaar nie):

- Stigtingsdokumente (bv. konstitusie, registrasiesertifikaat)
- Notules van vergaderings (bv. raadsvergaderings)
- Finansiële state en verslae
- Projek- en skenkerverslae
- Personeel-/vrywilligerrekords
- Operasionele beleide en prosedures
- Korrespondensie (e-pos en skriftelik)
- Promosiemateriaal (nuusbriewe, pamflette)

6. Navraag Prosedure

Om toegang tot 'n rekord aan te vra, moet 'n versoeker:

- Die voorgeskrewe Vorm C voltooi (beskikbaar by die Inligtingsreguleerder of The Together Project)
- Dit by die Inligtingsbeampte indien by die kontakbesonderhede hierbo gelys
- Enige voorgeskrewe fooi betaal (indien van toepassing)

Toegang kan op wettige gronde geweier word, bv. beskerming van persoonlike of vertroulike inligting

7. Vrywillig Openbare Rekords

Ons stel die volgende rekords vrywillig aan die publiek beskikbaar, en toegang daartoe kan verkry word sonder 'n formele versoek:

- Jaarverslae
- Inligting oor geleenthede
- Openbare opvoedkundige materiaal

Hierdie is beskikbaar op ons webwerf (indien van toepassing) of op aanvraag.

8. Voorgeskrewe Fooie

- 'n Fooi kan gehef word vir toegang tot sekere rekords.
- Indien die versoek vir persoonlike rekords van die versoeker is, word geen fooi vir toegang gehef nie.
- Indien van toepassing, sal u in kennis gestel word van die bedrag wat betaal moet word voordat die versoek verwerk word.

10. Signed



Sophie Ella Manzie
Information Officer/Board member
Date: 26/06/2025

Karla Cloete
Board member/Founder
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Leanne Urdang

Board member/Founder
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