

PAIA MANUAL FOR THE NOLTRIX GROUP OF COMPANIES & TETRA CONSORTIUM (PTY) LTD

Prepared in terms of Section 51 of the Promotion of Access to Information Act 2 of 2000 (as amended)

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1. LIST OF ACRONYMS AND ABBREVIATIONS

Acronym/Abbreviation	Description
CEO	Chief Executive Officer
DIO	Deputy Information Officer
IO	Information Officer
PAIA	Promotion of Access to Information Act 2 of 2000
POPIA	Protection of Personal Information Act 4 of 2013
Regulator	Information Regulator
Republic	Republic of South Africa
The Companies	Refers to all private companies listed in this manual

2. INTRODUCTION AND PURPOSE OF THIS MANUAL

This PAIA Manual is prepared in accordance with section 51 of the Promotion of Access to Information Act 2 of 2000 ("PAIA") and is applicable to the following private companies:

- Tetra Consortium (Pty) Ltd
- Noltrix (Pty) Ltd
- Noltrix Group (Pty) Ltd
- Noltrix Solar (Pty) Ltd
- Noltrix Solutions (Pty) Ltd
- Noltrix Training Academy (Pty) Ltd

This manual provides a guide for the public to understand the types of records held by The Companies and to outline the procedure for requesting access to such records. It also details the processing of personal information as required by the Protection of Personal Information Act 4 of 2013 ("POPIA").

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION

Private Body/ies:	The Noltrix Group of Companies & Tetra Consortium (Pty) Ltd
Chief Information Officer:	Renier Wolfswinkel
Title:	Chief Executive Officer (CEO)
Telephone:	082 622 2562
Email:	info@noltrix.com
Physical Address:	121 Melt Marais Street, Annlin, Pretoria, Gauteng, 0182
Postal Address:	121 Melt Marais Street, Annlin, Pretoria, Gauteng, 0182
Website:	https://www.noltrix.com

4. GUIDE ON HOW TO USE PAIA (SECTION 10)

The Regulator has, in terms of section 10(1) of PAIA, updated and made available a revised Guide on how to use PAIA ("Guide"). It is available in all official languages and contains comprehensive information for any person who wishes to exercise any right contemplated in PAIA and POPIA. The Guide is available for inspection at the offices of The Companies during normal business hours, or it can be obtained from the Information Regulator's website at <https://inforegulator.org.za/>.

5. CATEGORIES OF RECORDS AVAILABLE WITHOUT A FORMAL REQUEST

The following categories of records are automatically available for inspection, purchase, or photocopying and do not require a formal PAIA request.

Category of Records	Types of Records	How to Access
Website Information	Information on services, company profiles, contact details	Available at https://www.noltrix.com
Marketing Materials	Brochures, promotional materials, service descriptions	Available on the website or upon email request.
Public Company Information	Documents lodged with the CIPC	Available from the CIPC.

6. RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Records are held in accordance with a wide range of legislation applicable to The Companies. While some of these records may be subject to confidentiality and access restrictions, they include, but are not limited to, the following:

Applicable Legislation
Companies Act 71 of 2008
Income Tax Act 58 of 1962
Value-Added Tax Act 89 of 1991
Basic Conditions of Employment Act 75 of 1997
Employment Equity Act 55 of 1998
Labour Relations Act 66 of 1995
Consumer Protection Act 68 of 2008
Protection of Personal Information Act 4 of 2013
Promotion of Access to Information Act 2 of 2000

7. DESCRIPTION OF SUBJECTS AND CATEGORIES OF RECORDS HELD

The following table provides a description of the subjects on which The Companies hold records and the categories of records held on each subject.

Subjects	Categories of Records
Corporate Governance & Company Secretarial	Memorandum of Incorporation; Directors' details; Shareholder records; Minutes of meetings; Resolutions; Statutory returns to CIPC.
Finance and Administration	Financial statements; Accounting records; Invoices and receipts; Banking records; Tax records (Income Tax, VAT); Asset registers.
Human Resources	Employee contracts; Personnel files; Payroll records; Disciplinary records; Training records; Leave records; Policies and procedures.
Operations and Client Services	<p>Tetra Consortium (Pty) Ltd:</p> <ul style="list-style-type: none"> - Property title deeds and related documentation. - Lease and rental agreements. <p>Noltrix (Pty) Ltd:</p> <ul style="list-style-type: none"> - Customer contracts and service agreements. - Customer details for invoicing. - Records related to its function as an asset

	<p>holding company.</p> <p>Noltrix Solar (Pty) Ltd:</p> <ul style="list-style-type: none"> - Customer details for invoicing. - Quotations and installation records. - Supplier information and product warranties. <p>Noltrix Solutions (Pty) Ltd:</p> <ul style="list-style-type: none"> - Customer details for invoicing. - Software development contracts and service level agreements. - Project documentation and technical specifications. - Product warranties and support records. <p>Noltrix Training Academy (Pty) Ltd:</p> <ul style="list-style-type: none"> - Student registration forms and contact details. - Student academic and attendance records (including ID numbers). - Invoices and payment records. - Training materials and curricula. - Certificates and statements of results.
Information Technology	IT policies and procedures; Network diagrams; Software licenses; System logs and backups.
Marketing and Communication	Marketing strategies; Website content; Records related to marketing communications (including unsubscribe lists).

8. PROCESSING OF PERSONAL INFORMATION

8.1. Purpose of Processing Personal Information

The Companies process personal information for the following purposes:

- To enter into and perform contractual obligations with customers, clients, and students.
- To provide solar installations, custom software solutions, and educational services.
- For client and student administration, including invoicing, support, and issuing warranties and certificates.
- For human resources and employment-related purposes.
- For marketing and communication purposes, subject to consent and the right to unsubscribe.
- To comply with legal and regulatory obligations.
- For general business administration.

8.2. Categories of Data Subjects and Personal Information Processed

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients	Names, contact details (email, phone number), physical addresses, invoicing and payment details, contract details.
Students	Names, contact details (email, phone number), physical addresses, identity (ID) numbers, academic records, invoicing and payment details.
Employees / Personnel	Names, contact details, identity (ID) numbers, tax numbers, qualifications, employment history, banking details, disciplinary records.
Suppliers / Service Providers	Names, contact details, registration numbers, VAT numbers, invoicing and banking details, contract details.

8.3. Recipients of Personal Information

The Companies may supply personal information to the following categories of recipients:

- Statutory bodies (e.g., SARS, CIPC, Department of Labour).
- Financial institutions for payment processing.
- Service providers acting on our behalf (e.g., for background checks, qualification verification).
- Professional bodies for accreditation and certification (Noltrix Training Academy).
- Law enforcement or regulatory bodies where required by law.

8.4. Planned Transborder Flows of Personal Information

The Companies may use third-party service providers (e.g., for cloud storage, email hosting, or software services) that could store or process personal information outside the Republic of South Africa. In such cases, we will ensure that the information is transferred to a country with adequate data protection laws or that the service provider is bound by an agreement that provides an adequate level of protection.

8.5. General Description of Information Security Measures

The Companies are committed to protecting the confidentiality, integrity, and availability of the personal information we process. We have implemented appropriate technical and organisational security measures, including:

- Physical security controls.
- Data encryption.
- Firewalls, antivirus, and anti-malware solutions.
- Access control and user authentication.
- Regular data backups.
- Policies and procedures for data handling and incident response.

9. AVAILABILITY OF THIS MANUAL

A copy of this Manual is available:

- On our website at <https://www.noltrix.com>.
- At our head office for public inspection during normal business hours.
- To any person upon request and upon the payment of a reasonably prescribed fee.

10. UPDATING OF THIS MANUAL

The head of The Companies will update this manual on a regular basis.

Issued by:

Renier Wolfswinkel

Chief Executive Officer