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ENSURE YOU ARE PROTECTED WITH A PAIA MANUAL



Dear Client,

As from 1 January 2022 all companies and entities will have to submit a manual in terms of the Promotion of Access to Information Act, more commonly known as a PAIA Manual.

We can provide you with a PAIA manual for only R999-00 excluding VAT.

Please complete Google Form link below. It is important that you fill it out as thoroughly as possible as your answers will reflect in the manual. Depending on how thorough you are it could take between 30 minutes to an hour to complete.

Please note if you cannot complete it in one go, that is not a problem. Keep the browser open and come back to it later when you have time. If you close the browser you will have to start all over.

Once you submitted the form, we will send you your PAIA Manual as well as the Data Processing Agreement (DPA) for the provision of the manual.

You will also receive an email from Google once the form is submitted. Please keep that email. You will note that

at the top of the email there is an option to "Edit Response". This means you can edit or add to your submission in the event you need to make changes. You will have access to this for 6 months without any further costs. It is important that you keep that email, if you do not, you will not be able to edit your response.

Should you have any questions, feel free to contact me.

Here is the link to the Form:

[PAIA Manual Google Form](#)

Kind Regards,
JOB LAW



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