MNA INVESTMENTS | BEE PROCURED V5

PAIA Manual

Prepared for MNA Investments (Pty) Ltd in relation to BEE Procured V5 under section 51 of the Promotion of Access to Information Act 2 of 2000, as amended.

Document	Details
Document code	BPV5-PAIA-01
Version	1.0
Revision date	2 October 2026
Jurisdiction	Republic of South Africa
Product owner	MNA Investments (Pty) Ltd
Product	BEE Procured V5

Legal review required. This product-specific document uses particulars published by MNA Investments. Any particulars not published in the official sources remain clearly marked for confirmation and must be completed before formal adoption.

BEE Procured V5 is procurement administration and reporting software. It does not issue B-BBEE verification certificates and does not replace an independent verification decision.

Contents

1 Definitions and purpose

2 MNA Investments particulars

3 How to use PAIA

4 Applicable legislation

5 Records held and availability

6 How to request access

7 Personal information processing

8 Security and transborder processing

9 Availability and updates

This document must be read together with the applicable quotation, order form, package schedule, operator agreement and any signed addendum. If there is a conflict, the signed document with the most specific terms prevails.

1. Definitions and purpose

In this Manual, **BEE Procured V5** means the subscription software product owned and operated by MNA Investments (Pty) Ltd; **PAIA** means the Promotion of Access to Information Act 2 of 2000; **POPIA** means the Protection of Personal Information Act 4 of 2013; **Information Officer** means the person identified in MNA Investments' published PAIA manual; and **Information Regulator** means the South African Information Regulator.

This Manual helps members of the public understand what records MNA Investments holds for BEE Procured V5, which records may be available without a formal request, how to request access to a record required for the exercise or protection of a right, and how personal information is processed.

2. MNA Investments particulars

Particular	Current information
Private body / product owner	MNA Investments (Pty) Ltd
Registration number	2020/877679/07
Product	BEE Procured V5
Head of private body	Not published in the official sources reviewed - to be confirmed
Director / affidavit deponent	Ndivhuwo Rambau
Information Officer	Rose Lubisi
PAIA access email	rose@mnainvest.co.za
General access email	info@mnainvest.co.za
Telephone	011 483 1190
Physical address	25 Loots Road, Blairgowrie, Randburg, Gauteng, 2194
Postal address	Not published in the official sources reviewed - to be confirmed
Corporate website	https://www.mnainvestments.co.za/
Product website	https://www.econobeev5.co.za/presentation/

Source note: legal name, Information Officer and PAIA contact particulars are taken from MNA Investments' official website and published PAIA & POPIA Manual, reviewed 2 October 2026. Registration number, director/deponent and physical address are also confirmed by the MNA Investments QSE sworn affidavit dated 11 May 2026. The deponent's identity number is intentionally excluded. The corporate website currently displays a newer general contact address; the formal PAIA contact above is retained for access-to-information requests. Head of private body and postal address must still be confirmed before formal adoption.

3. How to use PAIA

A person may request access to a record of MNA Investments where the record is required for the exercise or protection of a right and the procedural requirements of PAIA are met. Access may be refused on a ground permitted by PAIA, including protection of privacy, commercial information, confidential information, safety, security or legally privileged material.

- The Information Regulator publishes a guide explaining PAIA and POPIA, available at https://inforegulator.org.za/.
- Prescribed request forms and current fee information should be obtained from the Information Regulator or requested from the Information Officer.

- The requester should identify the record, the right to be exercised or protected, the preferred form of access, contact details and any authorised representative.
- A request concerning information controlled by a BEE Procured V5 client may be referred to that client where MNA Investments acts only as operator.

4. Applicable legislation

Legislation	Relevance
Companies Act 71 of 2008	Corporate and statutory records
Copyright Act 98 of 1978	Software, documentation and content
Electronic Communications and Transactions Act 25 of 2002	Electronic services and communications
Promotion of Access to Information Act 2 of 2000	Access to records
Protection of Personal Information Act 4 of 2013	Personal information processing
Income Tax Act 58 of 1962 and VAT Act 89 of 1991	Tax and accounting records
Labour Relations Act 66 of 1995, Basic Conditions of Employment Act 75 of 1997 and Employment Equity Act 55 of 1998	Employment records, where applicable
Broad-Based Black Economic Empowerment Act 53 of 2003 and applicable Codes	Procurement and B-BBEE-related business data

5. Records held and availability

Category	Examples	Typical access
Corporate	Incorporation, governance, statutory registers and policies	Public, on request or PAIA
Commercial	Quotations, subscriptions, orders, invoices, support records and correspondence	Authorised client or PAIA
Product and intellectual property	Source code, architecture, security configuration, roadmaps and documentation	Restricted or proprietary
Client workspaces	Company profiles, supplier records, procurement values, certificates, notes and reports	Authorised client users
Identity and access	Accounts, roles, access decisions, session and audit records	Restricted
Demo records	Verified requests, synthetic evaluation data and demo lifecycle records	Requester and authorised staff
Support	Tickets, messages, attachments and response records	Authorised client and support staff
Privacy and legal	Privacy notice, terms, PAIA Manual, operator arrangements and data-subject requests	Website, request or PAIA
Financial and tax	Accounting, payments, bank and tax records	Restricted or PAIA
Personnel and service providers	Contracts, contact, payroll and performance records	Restricted or PAIA

6. How to request access

Send the prescribed PAIA request form to the Information Officer using the contact details in section 2. Clearly describe the record and explain which right requires the record. Proof of identity and authority may be required. Prescribed fees may apply. MNA Investments will respond within the period required by PAIA, subject to any lawful extension.

If access is refused or no response is received, the requester may use the remedies available under PAIA, including a complaint to the Information Regulator or an application to a competent court.

7. Processing of personal information

MNA Investments processes personal information to operate BEE Procured V5, verify enquiries, provision and administer accounts, manage subscriptions, provide support, maintain auditability and security, comply with law, and communicate about the service. A client generally determines the purpose of supplier, employee, procurement and certificate information uploaded to its workspace; MNA Investments processes that information as operator under the client's lawful instructions, unless it independently determines a processing purpose.

Data subject	Information that may be processed
Website visitors and prospects	Contact details, verification status, enquiries, cookies, device and usage information
Client representatives and users	Identity, company, contact, role, authentication, access and activity records
Suppliers and company contacts	Names, registration details, addresses, contacts, procurement and linking information
Certificate subjects and representatives	B-BBEE certificate, enterprise, ownership, expiry, agency and review information
Support participants	Ticket content, contact information, attachments and correspondence
Employees and service providers	Contract, payment, contact, compliance and employment information

Recipients

Information may be supplied to authorised MNA Investments personnel, authorised client users, contracted hosting and technology providers, professional advisers, payment or communications providers, verification agencies where the client authorises it, regulators, law-enforcement bodies or courts where required by law. MNA Investments does not sell personal information.

8. Security and transborder processing

MNA Investments uses reasonable organisational and technical safeguards appropriate to the service, including role-based access, authentication, secure transmission, activity logging, tenant separation, support controls, backups and maintenance. No system can guarantee absolute security. Specific certifications or hosting locations are not claimed unless confirmed in a signed service schedule.

If personal information is processed outside South Africa, MNA Investments will use safeguards required by section 72 of POPIA and will update the Privacy Statement or applicable agreement where appropriate.

9. Availability and updates

The current Manual is available through the BEE Procured V5 legal-information page, from the Information Officer on request and to the Information Regulator when required. Reasonable reproduction fees may apply where permitted. MNA Investments will review this Manual when its particulars, records, processing activities or legal requirements materially change.

Approved by: _____ Capacity: _____
Signature: _____ Date: _____