

ACCESS TO INFORMATION – PAIA

All Cast Investments (Pty) Ltd t/a ACI Project Management Services complies with the Promotion of Access to Information Act 2 of 2000 (“PAIA”).

How to request records from ACI:

Step 1: You complete Form 2

Download and complete Form 2 – Request for Access to Records.

Attach:

1. Certified copy of your SA ID or passport
2. Proof of payment of the R140.00 request fee

Email all documents to: aciprojects@mweb.co.za

Banking details: ACI Project Management Services, FNB, Account: 62006052039, Branch Code: 252145, Reference: PAIA + Your Surname

Step 2: ACI will respond with Form 3

The Information Officer will reply within 30 days using Form 3 – Outcome of Request and Fees Payable. This tells you if your request is approved, what access fees apply, and how to get the records.

Important:

- Form 2 is completed by you, the requester.
- Form 3 is completed by ACI only. It is loaded here for your information so you know what our official reply looks like. Do not complete Form 3 yourself.
- All fees are charged strictly in terms of the PAIA Regulations. No other fees apply.

Records may be obtained by:

1. Email in PDF – free of charge
2. Collection from our office – free of charge. Address: 25 Wild Teak Estate, Montana Park, Pretoria. Signature required on collection.
3. Registered post/courier – actual SA Post Office or courier cost only.

Downloads:

1. PAIA Manual – All Cast Investments (Pty) Ltd [PDF]
2. Form 2 – Request for Access to Record – For requesters to complete [PDF]
3. Form 3 – Outcome of Request and Fees Payable – For information only – completed by ACI [PDF]
4. PAIA Fee Schedule [PDF]

Information Officer: Danie Crous

Email: aciprojects@mweb.co.za | Tel: 0822550253

For more information on PAIA, see the Information Regulator's Guide: <https://www.justice.gov.za/inforeg/>