

PROMOTION OF ACCESS TO INFORMATION MANUAL

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



Jika Technologies (Pty) Ltd
Registration No. 2020/474034/07

Operating Divisions



• **VNAV Leather**



• **Jika Agri Drones**

Version 1.0

Date of Compilation: 1 June 2026

Review: Annual or when required by legislative or operational changes

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1. Introduction

This Manual has been prepared in accordance with Section 51 of PAIA and describes access to information held by Jika Technologies (Pty) Ltd as well as the Company's processing of personal information in terms of POPIA.

2. Company Particulars

Registered Name: Jika Technologies (Pty) Ltd
Registration Number: 2020/474034/07
Trading Divisions: VNAV Leather; Jika Agri Drones
Physical Address: 8 Kiewiet Street, Ceres, Western Cape, 6835
Postal Address: Same as physical
Telephone: 023 004 0020
Email: info@flyjika.co.za
Additional Email: shop@vnav.co.za
Websites: www.flyjika.co.za ; www.vnav.co.za

VNAV Leather operates an e-commerce business specialising in the design, manufacture and retail of handcrafted leather travel, aviation, business and lifestyle products through online sales channels.

Jika Agri Drones provides professional unmanned aircraft services for the agricultural sector, including aerial application, crop protection support, aerial mapping, surveying and related drone services.

3. Information Officer

Name: Heinrich de Waal
Designation: Director / Information Officer
Email: info@flyjika.co.za
Telephone: 023 004 0020
No Deputy Information Officer has been appointed.

4. Guide Issued by the Information Regulator

The PAIA guide issued by the Information Regulator may be obtained from <https://inforegulator.org.za> or PAIACompliance@inforegulator.org.za.

5. Purpose of this Manual

This Manual is intended to:

- explain what records are held by the Company;
 - describe how to request access to those records;
 - outline the Company's processing of personal information;
 - assist persons wishing to exercise their rights under PAIA.
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6. Records Available in Terms of Other Legislation

Where applicable, records are retained in accordance with legislation including:

- Companies Act, 2008
 - Income Tax Act
 - Value-Added Tax Act
 - Basic Conditions of Employment Act
 - Labour Relations Act
 - Occupational Health and Safety Act
 - Compensation for Occupational Injuries and Diseases Act
 - Unemployment Insurance Act
 - Protection of Personal Information Act
 - Civil Aviation Act and applicable South African Civil Aviation Regulations relating to remotely piloted aircraft operations
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7. Categories of Records Held

The Company maintains records that are necessary for the operation and administration of its business. Access to these records is subject to the provisions of the Promotion of Access to Information Act, 2 of 2000 ("PAIA"), the Protection of Personal Information Act, 4 of 2013 ("POPIA"), and any other applicable legislation.

The records listed below are not exhaustive and may be updated from time to time as the Company's business operations evolve.

7.1 Company and Statutory Records

These records include, but are not limited to:

- Certificate of Incorporation
- Memorandum of Incorporation (MOI)
- Register of Directors
- Statutory registers
- Shareholding records
- Company resolutions
- Licences, permits and registrations
- Compliance documentation
- Policies and procedures
- PAIA and POPIA documentation

7.2 Financial and Accounting Records

These records may include:

- Accounting records
- Annual Financial Statements
- Tax records
- VAT records
- Bank statements
- Customer invoices
- Supplier invoices
- Purchase orders
- Payment records
- Asset registers
- Insurance records

7.3 Human Resources Records

Where applicable, the Company maintains records relating to its employees, including:

- Employment contracts
- Payroll records
- Leave records
- Performance records
- Training records
- Occupational health and safety records
- Disciplinary records
- Employment equity records where applicable

7.4 Client Records

Client records may include:

- Customer information
- Quotations
- Orders
- Invoices
- Delivery records
- Correspondence
- Service records
- Warranty claims
- Customer support communications
- Payment information

7.5 Supplier and Service Provider Records

These records may include:

- Supplier information
- Quotations
- Purchase orders
- Contracts and agreements
- Invoices
- Payment records
- Correspondence

7.6 VNAV Leather Division

VNAV Leather is the Company's e-commerce division specialising in the design, manufacture and online retail of handcrafted leather travel, aviation, business and lifestyle products.

Records maintained in relation to this division may include:

- Ecommerce customer accounts
- Online orders
- Product catalogues
- Manufacturing and production work orders
- Order fulfilment records
- Courier and shipment records
- Returns and exchange records
- Warranty records
- Customer correspondence
- Newsletter subscription records
- Marketing campaign records
- Website enquiries
- Product reviews and customer feedback

7.7 Jika Agri Drones Division

Jika Agri Drones provides professional unmanned aircraft services to the agricultural sector, including aerial application, aerial mapping, surveying and related drone services.

Operational records maintained by the Company may include:

- Client enquiries
- Quotations
- Service agreements
- Work orders
- Job cards
- Flight logs
- Mission records
- Aerial application records
- Pilot competency and training records
- Aircraft maintenance and inspection records
- Equipment maintenance records
- Pre-flight and post-flight checklists
- Risk assessments
- Safety documentation
- Incident and occurrence reports where applicable

- Client correspondence
- Invoices and payment records

The Company maintains operational records necessary for the provision of agricultural drone services and to comply with applicable aviation and agricultural legislation.

Where agricultural chemicals are supplied by clients, the Company does not maintain inventory or stock records for those chemicals. The Company does, however, retain operational records relating to the aerial application services performed, including records required by applicable legislation and regulatory requirements.

Where flight operations are conducted under the UAS Operator Certificate (UASOC) of another certificated operator, operational records are maintained in accordance with the applicable contractual arrangements and regulatory requirements. This does not affect the Company's obligation to maintain records for which it is legally responsible.

7.8 Information Technology and Electronic Records

The Company maintains various electronic records necessary for its operations, which may include:

- Email correspondence
- Website enquiries
- Website administration records
- Website analytics
- Cloud storage records
- Backup records
- System access logs where applicable
- Electronic documents
- Business software records

7.9 Marketing and Communication Records

The Company may maintain records relating to its marketing activities, including:

- Newsletter mailing lists
- Customer marketing preferences
- Advertising records
- Social media communications
- Promotional campaign records
- Website contact form submissions

7.10 Records Available in Terms of Other Legislation

The Company retains certain records in accordance with applicable legislation, which may include but is not limited to:

- Companies Act, 71 of 2008
- Promotion of Access to Information Act, 2 of 2000
- Protection of Personal Information Act, 4 of 2013
- Income Tax Act, 58 of 1962
- Value-Added Tax Act, 89 of 1991
- Tax Administration Act, 28 of 2011
- Basic Conditions of Employment Act, 75 of 1997
- Labour Relations Act, 66 of 1995
- Occupational Health and Safety Act, 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- Unemployment Insurance Act, 63 of 2001
- Civil Aviation Act, 13 of 2009
- Civil Aviation Regulations, 2011 (as amended)
- Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 36 of 1947, where applicable

The inclusion of a category of records in this Manual does not imply that such records will automatically be made available upon request. Access will be considered in accordance with PAIA, POPIA and any other applicable legislation.

8. Processing of Personal Information (POPIA)

8.1 Categories of Data Subjects

The Company may process personal information relating to:

- Customers
- Website users
- Employees
- Employment applicants
- Suppliers
- Contractors
- Service providers
- Business partners

8.2 Categories of Personal Information

Depending on the relationship with the Company, personal information may include:

- Name
- Contact details
- Physical and postal addresses
- Identification or company registration details
- Banking details where necessary
- Transaction history
- Delivery information
- Correspondence
- Employment information where applicable

8.3 Purpose of Processing

Personal information is processed for purposes including:

- Providing products and services
- Processing online orders
- Delivering goods
- Providing agricultural drone services
- Issuing quotations and invoices
- Managing customer relationships
- Communicating with customers
- Managing suppliers
- Complying with legal obligations
- Maintaining operational and financial records
- Marketing where consent has been obtained or another lawful basis applies

8.4 Recipients of Personal Information

Information may be shared where necessary with:

- Courier companies
- Payment service providers
- Professional advisers
- Accountants
- Information technology service providers
- Government or regulatory authorities where legally required

8.5 Cross-border Transfers

Where necessary, limited personal information may be processed using reputable cloud-based software or service providers located outside South Africa, subject to appropriate safeguards and applicable legislation.

8.6 Security Measures

The Company implements reasonable technical and organisational measures to protect personal information against loss, unauthorised access, disclosure or misuse. Measures include password protection, controlled access to information, secure cloud services where appropriate, and regular data backups.

9. How to Request Access to Records

Requests for access to records must:

- be submitted in writing to the Information Officer;
- provide sufficient detail to identify the requested record;
- identify the right that the requester seeks to exercise or protect;
- explain why the requested information is required.

The Company will consider each request in accordance with PAIA and respond within the applicable statutory timeframes.

10. Grounds for Refusal

Access to records may be refused where permitted by PAIA, including where disclosure would:

- unreasonably disclose personal information about another person;
- reveal confidential commercial information;
- breach contractual confidentiality obligations;
- prejudice legal proceedings;
- endanger the safety of individuals;
- compromise the security or commercial interests of the Company.

Where only part of a record is exempt, access may be granted to the remainder where reasonably possible.

11. Fees

Request fees and access fees will be charged where applicable in accordance with PAIA and any regulations published from time to time.

The Information Officer will advise the requester if any prescribed fees are payable before access is granted.

12. Availability

This Manual is available:

- on the Company's websites;
 - from the Information Officer upon request;
 - in electronic format.
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13. Revision History

Version	Date	Description
1.0	1 June 2026	Initial issue

Approval

This Manual is approved on behalf of Jika Technologies (Pty) Ltd.

Heinrich de Waal
Director & Information Officer
Jika Technologies (Pty) Ltd
Date: 1 June 2026