



THE STANDARD TRANSFER SPECIFICATION ASSOCIATION NPC

REGISTRATION NUMBER: 1995/008496/08

(“STSA” or “the Company”)

PAIA MANUAL

prepared and established in accordance with
Section 51 of the Promotion of Access to Information Act 2 of 2000 (“PAIA”)

2nd Edition

1. Purpose of this Manual

This Manual is published in terms of section 51 of the PAIA to assist requesters to understand the nature of records held by the Company and the procedure to request access to records for the exercise or protection of rights, as contemplated in section 50 of PAIA. It applies to records held in any form.

2. Background

- 2.1. The Standard Transfer Specification is the global standard for the transfer of electricity and other utility prepayment tokens, ensuring inter-operability between system components from different manufacturers. It was first introduced in South Africa in 1993 and subsequently published by the International Electrotechnical Commission ("IEC") as the IEC62055-41, -51, -52 series of specifications. The application of the technology is licensed through the STSA, thus ensuring that the appropriate key-management encryption practices are applied to protect the security of the prepayment transactions of utilities.

3. The Company and Company Details [Section 51(1)(a)]

- 3.1. Section 51(1)(a) of PAIA requires a private body to publish its contact particulars and those of its head (Information Officer). The Company's such particulars appear below.
- 3.2. Contact Particulars

Type of entity	Non-Profit Company (NPC)
Registration number	1995/008496/08
Postal address	Barkers Attorneys Po Box 25352 Gateway Kwa-Zulu Natal 4321
Principal place of business address	Barkers Attorneys Ridge 6 20 Ncondo Place Umhlanga Ridge KwaZulu-Natal 4319
Designated Information Officer	Riccardo Pucci
Email address of Information Officer	info@sts.org.za
Alternative Email Address	riccardo@sts.org.za
Website	www.sts.org.za

In terms of section 55 read with section 56 of POPIA, the Information Officer and any Deputy Information Officer(s) must be registered with the Information Regulator. The Company has designated the above-named persons and will keep this Manual updated should any designation change.

4. Availability of this Manual

- 4.1. A copy is published on our website at no charge, and a copy can be requested from the Company by sending a request for a copy to the Information Officer by email. A hard copy will be provided on request during office hours, subject to the prescribed reproduction fee (if applicable).
- 4.2. This Manual will also be available at the Company's registered office situate at:
Barkers Attorneys
Ridge 6
20 Ncondo Place
Umhlanga Ridge
KwaZulu-Natal
4319

5. Records automatically available [section 51(1)(b)(ii) read with section 52]:

- 5.1. The following records are available without a requester having to submit a formal PAIA request:
 - 5.1.1. public information published on the Company's website, including public notices, media statements and general information about the STS standard;
 - 5.1.2. annual general meeting notices and agenda summaries made available to members in terms of the Memorandum of Incorporation; and
 - 5.1.3. Non-confidential brochures and explanatory notes relating to the STS ecosystem expressly marked as publicly available.
- 5.2. Where a fee is charged for a publication or for downloading a document from the website, that fee is not a 'PAIA fee' but a publication fee for that document."

6. Information Regulator

- 6.1. The Information Regulator's contact particulars are:

Information Regulator (South Africa)
Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191
Telephone: 010 023 5200 | Toll-free: 0800 017 160
Email (general): enquiries@inforegulator.org.za
Website: <https://inforegulator.org.za>

- 6.2. Requesters are referred to the Guide in terms of section 10 of PAIA compiled by the Information Regulator (South Africa). The Guide explains how to exercise rights under PAIA and is available in all official languages at no cost. The Guide can be accessed on the Information Regulator's website.

7. Schedule of Records [Section 51(1)(d)]

- 7.1. The Company holds records on the subjects and in the categories listed below. Listing a record or category does not, by itself, mean that access will necessarily be granted.
- 7.2. Access may be refused on any ground set out in Chapter 4 of Part 3 of PAIA, including the protection of third-party and private-body confidential and commercial information as contemplated in sections 63 to 70 of PAIA).

Administration/Secretarial

- Certificate of Incorporation
- Memorandum of Incorporation
- Certificate of Change of Name
- Founding Agreement
- Minutes of meetings of the board of directors
- Minutes of annual general meetings
- Management policies
- Management directives
- Register of Members
- Register of Directors
- Directors' Attendance Register
- Intellectual Property a) Trademarks, trade names and protected names; and b) Copyrights

Financial

- Annual Financial Statements
- Annual Reports
- Books of Account recording information required by the Companies Act No. 71 of 2008
- Supporting schedules to books of account and ancillary books of account
- Asset register
- Taxation: a) Copies of all Income Tax Returns and related correspondence; b) VAT returns and related correspondence
- Insurance: a) Details of Insurance Policies; b) Claims records

Membership

- Register of Members
- License and Membership Agreements

Technical/Information Technology

- Interface specifications
- Companion specifications
- Addenda to IEC62055-41
- Codes of practice

- Compliance test specifications
- Key management specifications
- KMC interface specifications
- KMC system specifications
- KLF specification
- API specifications
- KMC forms
- STS specifications
- Cryptography specifications
- DLMS specifications
- ASN.1 specification
- Working group documents
- Hardware
- Operating and networking systems
- Software packages and licenses
- Register of supply group users
- Register of manufacturer codes
- Register of STS certified products and product certificates

Legal

- Complaints, pleading, briefs and other documentation pertaining to any actual, pending or threatened litigation, arbitration or investigation
- Contracts
- Operational licences, permits and authorisations

Public Relations

- Handbook
- Brochures
- Synopsis
- Explanatory notes for IEC62055-41 ED2 changes
- TID Rollover
- Disaster Recovery Procedure
- KMC Forms Guideline
- Manufacturing Guidelines

Other records (Company related records):

- Marketing records
- Insurance records
- Operational records
- Lease agreements
- Databases

- Information Technology
- Internal correspondence
- Statutory records
- Internal Policies and Procedures
- Supplier and/or service provider information, contracts and records.

8. Request for access to records

- 8.1. Should a requester wish to request access to a record of any of the above categories of information, the requester must use the form prescribed in terms of PAIA to request access to the record. The form is annexed to this Manual (Form 2).
- 8.2. A request must be made to the Information Officer by email to the email address set forth in paragraph 3.2 of this Manual.
- 8.3. The requester must provide sufficient detail to identify the record and the requester, indicate the form of access required, and state how the requester wishes to be informed of the decision.
- 8.4. The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 8.5. If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Company.
- 8.6. The Company will notify any third party referred to in the requested record if required by PAIA and will afford such third party an opportunity to make representations as contemplated in sections 71 to 73 of PAIA.
- 8.7. The Information Officer will decide the request within 30 calendar days of receipt or within any extended period permitted by section 57 of PAIA, and will notify the requester of the decision and remedies.

9. Fees for requesting access to a record

- 9.1. A requester who seeks access to a record containing personal information about that requester is not required to pay a request fee. Every other requester must pay the prescribed request fee before the request is processed (section 54(1) of PAIA).
- 9.2. After the Information Officer has made a decision in respect of the request, the requester will be notified in the prescribed form. The form is annexed to this manual (Form 3).
- 9.3. If the search, reproduction and preparation of the record for disclosure requires more than the prescribed hours, the Company may require a deposit as contemplated in section 54(2) of PAIA.

- 9.4. If the request is granted, an additional fee, as prescribed in terms of PAIA, must be paid for the search, reproduction and compilation of the information which has been requested, including copying charges and charges for any time that has exceeded the hours prescribed to search for, reproduce and compile the record for disclosure.