

THREADLINE PAIA MANUAL

Promotion of Access to Information Act, Act 2 of 2000

Threadline Media Group (Pty) Ltd is committed to transparency. This manual explains how you can request records from us.

1. Contact Details

Information Officer: Siphso

Email: info@threadlinemedia.co.za

WhatsApp: 0623423114

Address: 664 Ramofye street, Phase 1, Ga-rankuwa view, Pretoria.

CIPC No: K2026432873 Nhlapo

2. Guide of SAHRC

The SA Human Rights Commission has a guide on how to use PAIA. Available at: <http://sahrc.org.za> or request from us.

3. Records held by Threadline.

Category	Examples
Company records.	CIPC docs, B-BBEE affidavit, tax records.
Editorial records	Published articles, corrections, editorial policies.
Financial records	Invoices, bank statements, grant reports.
HR records	Freelancer contracts, payroll
Source records	Consent forms, interview notes

4. How to request access

1. Use PAIA Form C from <http://justice.gov.za> or email us for the form

2. Email to info@threadlinemedia.co.za with subject "PAIA Request"

3. State which records + why you need them + your contact details

4. Pay R35 request fee + access fees if approved. We'll send quote first.

5. Grounds for refusal

We may refuse if: privacy of sources, commercial confidentiality, ongoing investigation, or it will harm public safety. We will give written reasons.

6. Remedies

If refused, you can appeal to Information Regulator within 180 days:
<http://info regulator.org.za>

Last updated: June 2026

This manual is also available at <http://threadlinemedia.co.za/paia>

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