



Promotion of Access to Information Act (PAIA) Manual

1. Introduction

This manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2 of 2000 ("PAIA"). The purpose of this manual is to provide information on the records held by the Company, the process to access such information, and the remedies available should a request for access be refused.

2. Company Details

Registered Name of Company: Gauntlet Administration Services (Pty) Ltd

Registration Number: 2017/453489/07

Physical Address: 397 Roslyn Avenue, Waterkloof Glen, Pretoria, 0010

Postal Address: Postnet Suite 105, Private Bag X1, Woodhill, 0076

Telephone: (012) 943 0689

Email: andre@gauntletadmin.co.za

Information Officer: Raymond Valentine du Plessis

3. Guide on How to Use PAIA

The South African Human Rights Commission (SAHRC) / Information Regulator has compiled a guide to assist individuals in exercising their rights under PAIA. This guide is available from the Information Regulator:

JD House, 27 Stiemens Street, Braamfontein, Johannesburg

PO Box 31533, Braamfontein, Johannesburg, 2017

Tel: 010 023 5200

Email: PAIAComplaints@inforegulator.org.za ; enquiries@inforegulator.org.za

4. Information Available Without a Request

The following categories of records are automatically available without the need to formally request access in terms of PAIA:

- Company brochures, marketing material, and publications;
- Company website and publicly accessible information;
- Records already publicly available (e.g., CIPC filings)

5. Records Held by the Company

The following categories of records may be requested, subject to applicable grounds for refusal:

- Company records (registration documents, MOI, shareholder information);
- Financial records (annual financial statements, accounting records, tax records);
- Human Resources (employment contracts, policies, training records);
- Client records (contracts, correspondence, service agreements);
- Operational records (internal policies, procedures, administration records);
- Legal records (agreements, legal correspondence, compliance records).

6. Procedure for Requesting Access

A requester must complete the prescribed form (Form 2 (Annexure A of the 2021 Regulations)) and submit it to the Information Officer at the contact details provided above. The requester must also pay the prescribed fee, if applicable. Access to records will be granted in accordance with PAIA, unless a valid ground for refusal exists.

7. Availability of This Manual

This manual is available for inspection at the offices of the Company, on the Company's website (if applicable), and from the Information Regulator. Copies are available upon request.