

Policy Review Control Sheet

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PAIA MANUAL

**Prepared in terms of section 51 of the
Promotion of Access to Information Act 2
of 2000 (as amended)**

TABLE OF CONTENTS

1. DEFINITIONS	6
2. CONTACT DETAILS AND INFORMATION	7
3. GENERAL INFORMATION	8
3.1. PURPOSE OF PAIA MANUAL.....	8
3.2. AVAILABILITY OF THE MANUAL.....	9
3.3. HOW TO OBTAIN ACCESS TO THE GUIDES TO PAIA AND POPIA.....	9
4. RECORDS OF GNT CAPITAL (PTY) LTD	10
4.1. SUBJECT CATEGORIES OF RECORDS HELD	10
4.1.1. HUMAN RESOURCES	10
4.1.2. MARKETING.....	10
4.1.3. FINANCE	10
4.1.4. CLIENT-RELATED.....	11
4.2. CATEGORIES OF DATA SUBJECTS	11
4.3. RECORDS HELD IN TERMS OF SOUTH AFRICAN LEGISLATION	14
5. REQUESTS TO ACCESS RECORD	17
5.1. TYPES OF REQUESTERS.....	17
5.1.1. PERSONAL REQUESTER	17
5.1.2. OTHER REQUESTER	18
5.2. REQUEST PROCEDURE.....	18
5.2.1. SUBMITTING A REQUEST TO ACCESS A RECORD	18
5.2.2. PAYMENT OF PRESCRIBED FEES (IF APPLICABLE).....	18
5.2.2. NOTIFICATION OF DECISION REGARDING REQUEST TO ACCESS RECORDS	19
5.3. DUTIES OF INFORMATION OFFICER REGARDING REQUESTS.....	19
5.3.1. DUTY TO RENDER REASONABLE ASSISTANCE	19
5.3.2. REFUSAL OF REQUESTS DUE TO NON-COMPLIANCE	20
5.3.3. REQUESTS TO ACCESS HEALTH RECORDS	20
5.3.4. ANNUAL REPORTS ON REQUESTS TO ACCESS RECORDS	20
5.4. EXTENSION OF PERIOD TO DEAL WITH REQUEST BY GNT CAPITAL (PTY) LTD.....	20
5.5. REQUESTS TO ACCESS INFORMATION ON A THIRD-PARTY	21
5.6. RECORDS THAT CANNOT BE FOUND OR DO NOT EXIST	21

5.7. ACCESS TO HEALTH RECORDS	21
5.8. DECISION REGARDING REQUEST TO ACCESS	22
5.8.1. DECISION TO GRANT ACCESS	22
5.8.2. DECISION TO REFUSE ACCESS	22
5.8.3. PARTIAL REFUSAL OF REQUEST	23
5.8.4. DEEMED REFUSAL OF REQUEST	23
5.9. REMEDIES AVAILABLE TO REQUESTER	23
5.9.1. INTERNAL REMEDIES	23
5.9.2. EXTERNAL REMEDIES	23
ANNEXURE A	23
REQUEST FOR ACCESS TO RECORD	21
ANNEXURE B	25
OUTCOME OF REQUEST & FEES PAYABLE	25
ANNEXURE C	25
COMPLAINT FORM	23
ANNEXURE D	26
PAIA FEES SCHEDULE	24
ANNEXURE E	29
 REQUEST FOR A GUIDE FROM THE REGULATOR / REQUEST FOR A COPY OF THE GUIDE FROM AN INFORMATION OFFICER	 29

1. DEFINITIONS

Client	A natural or juristic person who is an existing GNT CAPITAL (PTY) LTD client or a person who provided their personal/special personal information to GNT CAPITAL (PTY) LTD in the context of a sale of acquiring goods or services.
Data subject	The person to whom personal information relates.
Representative	Any person, including a person employed or mandated by such first-mentioned person, who renders a financial service to a client for or on behalf of a financial services provider, in terms of conditions of employment or any other mandate, but excludes a person rendering clerical, technical, administrative, legal, accounting or other service in a subsidiary or subordinate capacity, which service— (a) does not require judgment on the part of the latter person; or (b) does not lead a client to any specific transaction in respect of a financial product in response to general enquiries;
Key Individual	in relation to an authorised financial services provider, or a representative, carrying on business as— (a) a corporate or unincorporated body, a trust or a partnership, means any natural person responsible for managing or overseeing, either alone or together with other so responsible persons, the activities of the body, trust or partnership relating to the rendering of any financial service; or (b) a corporate body or trust consisting of only one natural person as member, director, shareholder or trustee, means any such natural person;
Personal Information	Information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person.
Special Personal Information	personal information concerning— - the religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life or biometric information of a data subject; or - the criminal behaviour of a data subject to the extent that such information relates to— - the alleged commission by a data subject of any offence; or - any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings.
Child	A natural person under the age of 18 years who is not legally competent, without the assistance of a competent person, to take any action or decision in respect of any matter concerning him- or herself.
Product Supplier	Any person who issues a financial product.

2. CONTACT DETAILS AND INFORMATION

GNT CAPITAL (PTY) LTD	
FSP No.	License No. 51065
Registration No.	2016/218894/07
Postal Address	Unit 7, 31, First Avenue East Parktown North, Johannesburg, Gauteng, 2193, South Africa
Physical Address	Unit 7, 31, First Avenue East Parktown North, Johannesburg, Gauteng, 2193, South Africa
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Information Officer	
Contact Name	BARNARD HENDRIK BENJAMIN
Telephone	+27 010 142 5212
Email	legal@gntcapital.com
Deputy Information Officer	
Contact Name	
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Email	
Head of Private Body	
Contact Name	JESUS RODOLFO GUERRA GARCIA
Telephone	+27 010 142 5212
Email	legal@gntcapital.com

3. GENERAL INFORMATION

3.1. PURPOSE OF PAIA MANUAL

The Promotion of Access to Information Act (PAIA) gives effect to the constitutional right of access to any information in records held by public or private bodies that is required for the exercise or protection of any rights. This PAIA manual provides an outline of the types of records and the personal information (PI) held by GNT CAPITAL (PTY) LTD and sets out the procedure to request access to these records and personal information, the requirements which such request must meet, as well as the grounds for refusal or partial refusal of such request.

This right of access may not be used to access records under criminal or civil proceedings, or where such proceedings have commenced. This manual informs requesters of procedural and other requirements that a request must meet as prescribed by PAIA and POPIA. A requester has the right to submit a request, after providing adequate proof of identity and after payment of any fee required by law (if applicable) under [ANNEXURE D].

3.2. AVAILABILITY OF THE MANUAL

This manual will be available on GNT CAPITAL (PTY) LTD website www.globalnexttrade.com and may be amended from time to time. Alternatively, this manual can be obtained upon request to the information officer. Members of the public can inspect or make copies of the Guide from the offices of GNT CAPITAL (PTY) LTD.

3.3. HOW TO OBTAIN ACCESS TO THE GUIDES TO PAIA AND POPIA

The South African Human Rights Commission (SAHRC) has compiled the guide contemplated in Section 10 of PAIA, which contains such information as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA. Copies of PAIA and POPIA, the relevant regulations and guides to these acts, can be obtained from the SAHRC or the information regulator and queries should be directed to:

SAHRC	Information regulator
South African Human Rights Commission Promotion of Access to Information Act Unit Research and Documentation Department Private Bag 2700 Houghton Johannesburg 2041	The Information Regulator (South Africa)
Braampark, Forum 3 33 Hoofd Street Braamfontein Johannesburg 2001	Woodmead North Office Park 54 Maxwell Drive Woodmead Johannesburg 2191
Telephone number: (011) 877 3600 Fax number: (011) 484 7146/7 Website: www.sahrc.org.za Email: info@sahrc.org.za	Mr Marks Thibela Chief Executive Officer Cell No. +27 (0) 82 746 4173 Email: MThibela@justice.gov.za info@justice.gov.za https://www.justice.gov.za/infoereg/contact.html

4. RECORDS OF GNT CAPITAL (PTY) LTD

4.1. SUBJECT CATEGORIES OF RECORDS HELD

This paragraph serves as a reference to the records that the GNT CAPITAL (PTY) LTD holds. It is recorded that the accessibility of the records listed below, may be subject to the grounds of refusal set out hereinafter. The information is classified and grouped according to records relating to the subjects and categories outlined below.

4.1.1. HUMAN RESOURCES

- personal records provided by employees;
- conditions of employment and other employee-related contractual and quasi-legal records;
- internal evaluation records and other internal records;
- correspondence relating to employees;
- records in respect of the company's workforce, employment equity plan and other records relevant to compliance with the Employment Equity Act 55 of 1998;
- Amount of remuneration paid or due by him to the employee;
- The amount of employee's tax deducted or withheld from the remuneration paid or due;
- The income tax reference number of that employee;

4.1.2. MARKETING

- any promotional material for public viewing;
- product information

4.1.3. FINANCE

- Accounting records;
- Financial statements
- Amounts received by that registered micro business during a year of assessment;
- Dividends declared by that registered micro business during a year of assessment;

4.1.4. CLIENT-RELATED

- Full names, physical address, postal address and contact details;
- ID number and registration number;
- Contact details of public officer in case of a juristic person;
- Service rendered;
- The nature of that business relationship or transaction;
- In the case of a transaction, the amount involved and the parties to that transaction;
- All accounts that are involved in the transactions concluded by that accountable institution in the course of that business relationship and that single transaction;
- The name of the person who obtained the identity of the person transacting on behalf of the accountable institution;
- Any document or copy of a document obtained by the accountable institution.
- Known premature cancellations of transactions or financial products of the provider by clients;

4.2. CATEGORIES OF DATA SUBJECTS

CATEGORIES OF DATA SUBJECTS	PERSONAL INFORMATION PROCESSED
Shareholders	Shareholder personal information
Directors	Directors personal information
Clients (includes potential and previous clients)	Client personal information
	Client special personal information
	Client bank details
	Client vehicle registration
	Surveillance records
	Client location information
	Client biometric information
	Client third-party information, such as from credit bureaux and the Companies and Intellectual Property Commission (CIPC).
Product suppliers	Product supplier personal information
	Product supplier contracts
	Product supplier bank details
	Personal information of representatives of product supplier
Job applicants	Personal information of job applicants
	Background information
Natural representatives	Personal information on representatives
	Background information

	Criminal checks
	Surveillance records
	Bank details of representatives

Key individuals	Personal information (company registration number, contact information)
Key individuals	Background checks
	Criminal checks
	Personal information (e.g. name, ID, ect.)
	Employment history
Employees (includes current and former)	Employee personal information (e.g. name, ID, ect.)
	Employee education records
	Employee bank details
	Employee beneficiary information
	Employee pension and provident fund information
Outsourced service providers	Bank details
	Personal information (company registration number, contact number)

4.3. RECORDS HELD IN TERMS OF SOUTH AFRICAN LEGISLATION

Applicable Legislation
Arbitration Act, 1965 (Act 42 of 1965)
Basic Conditions of Employment Act, 1997 (Act 75 of 1997)
Broad-Based Black Economic Empowerment Act, 2003 (Act 53 of 2003)
Code of Advertising Practice of the Advertising Standards Authority (ASA)
Codes, standards and guidelines of the Association for Savings and Investment (ASISA) for member organisations

Collective Investment Schemes Control Act, 2002 (Act 45 of 2002)
Companies Act, 2008 (Act 71 of 2008)
Compensation for Occupational Injuries and Diseases Act, 1993 (Act 130 of 1993)
Competition Act, 1998 (Act 89 of 1998)
Conduct of Financial Institutions Bill - COFI
Consumer Protection Act (Act 68 of 2008)
Copyright Act, 1975 (Act 98 of 1978)
Disaster Management Act (Act 57 of 2002)

Electronic Communications & Transactions Act, 2002 (Act 25 of 2002)
Electronic Communications Act, 2005 (Act 36 of 2005)
Employment Equity Act, 1998 (Act 55 of 1998)
Employment Equity Amendment Bill
Financial Advisory and Intermediary Services Act, 2002 (Act 37 of 2002)
Financial Institutions (Protection of Funds) Act
Financial Institutions (Protection of Funds) Act, 2001 (Act 28 of 2001)
Financial Intelligence Centre Act, 2001 (Act 38 of 2001)
Financial Markets Act, 2012 (Act 19 of 2012)
Financial Sector Regulation Act, 2017
Income Tax Act, 1962 (Act 58 of 1962)
Insolvency Act, 1936 (Act 24 of 1936)
Inspection of Financial Institutions Act, 1998 (Act 80 of 1998)
King Report and Code on Corporate Governance in South Africa (King III), 2009 / King IV on Corporate Governance in South Africa (2016)
Labour Relations Act, 1995 (Act 66 of 1995)

Long-term Insurance Act, 1998 (Act 52 of 1998)
Medical Schemes Act 131 of 1998
Medical Schemes Act Amendment Bill
Occupational Health and Safety Act, 1993 (Act 85 of 1993)
Pension Funds Act, 1956 (Act 24 of 1956)
Policy Holder Protection Rules: Long-term Insurance, 2017 (As amended 2018)
Policy Holder Protection Rules: Short-Term Insurance, 2017 (As amended 2018)
Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004)
Prevention of Organised Crime Act, 1998 (Act 121 of 1998)
Promotion of Access to Information Act, 2000 (Act 2 of 2000)
Promotion of Administrative Justice Act, 2000 (Act 3 of 2000)
Promotion of Equality & Prevention of Unfair Discrimination Act, 2000 (Act 4 of 2000)
Protected Disclosures Act, 2000 (Act 26 of 2000)

Protection of Constitutional Democracy against Terrorist and Related Activities Act, 2004 (Act 33 of 2004)
Protection of Personal Information Act (POPIA), (Act 4 of 2013)
Public Holidays Act, 1994 (Act 36 of 1994)
Short-term Insurance Act, 1998 (Act 53 of 1998)
Skills Development Act, 1998 (Act 97 of 1998)
Skills Development Levies Act, 1999 (Act 9 of 1999)
Tax Administration Act, 2011 (Act 28 of 2011)
Unemployment Insurance Act, 2001 (Act 63 of 2001)
Unemployment Insurance Contributions Act, 2002 (Act 4 of 2002)
Value-Added Tax Act, 1991 (Act 89 of 1991)

5. REQUESTS TO ACCESS RECORD

5.1. TYPES OF REQUESTERS

A requester is any person making a request for access to a record held by GNT CAPITAL (PTY) LTD. There are two types of requesters:

- (1) Personal requester; and
- (2) Other requester.

5.1.1. PERSONAL REQUESTER

A personal requester is a requester who is seeking access to a record that relates to their personal information (as defined in PAIA and POPIA).

Subject to the provisions of this manual, PAIA, POPIA and other applicable laws, GNT CAPITAL (PTY) LTD will provide the requested information or give access to any record regarding the requester's personal information. The prescribed fee for reproduction of the information requested will be charged as indicated in [ANNEXURE D].

5.1.2. OTHER REQUESTER

This requester (other than a personal requester) is entitled to request access to information on third parties. The requester must fulfil the prerequisite requirements for access in terms of PAIA, including the payment of a request and access fee.

If a public body lodges a request, the public body must be acting in the public interest and provide details of the public interest that it is seeking to protect/rely on.

5.2. REQUEST PROCEDURE

5.2.1. SUBMITTING A REQUEST TO ACCESS A RECORD

The following procedural requirements serve as guidelines for requestors. The requester must comply with all the procedural requirements contained in PAIA relating to the request for access to a record.

The requester must submit:

- (1) the prescribed form enclosed in [ANNEXURE A – FORM 2];
- (2) proof of identity of the requester;
- (3) proof of capacity in which the requester is making the request and proof of authorisation to make that request (if applicable); and
- (4) payment of request fee and deposit (if applicable).

The prescribed form must be completed with sufficient detail to at least enable the information officer to identify –

- the record requested and the requester;
- which form of access is required;
- a postal address or fax number of the requester in the Republic;
- the right the requester is seeking to exercise or protect and the reason why the requested record is required for the exercise or protection of that right; and
- the manner in which the requester wishes to be notified of the request.

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 reasonable satisfaction of the information officer.

The requester must state the nature of the right for which access to the requested records is required. The courts have indicated that access to the records must be “necessary” for the exercise or protection of the right so stated. This right of access may not be used to access records under criminal or civil proceedings, or where such proceedings have commenced. This right of access only applies to records in existence at the time of request.

If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally, which must then be reduced into writing by the person assisting the requester.

5.2.2. PAYMENT OF PRESCRIBED FEES (IF APPLICABLE)

There are two types of fees in terms of PAIA:

- (1) a request fee, which will be a standard fee; and
- (2) an access fee, which must be calculated by considering reproduction costs, search and preparation time and cost, as well as postal costs.

When the request is received by the information officer, the information officer shall by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing of the request.

If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations of PAIA for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

The information officer shall withhold a record until the requester has paid the fees as indicated in [ANNEXURE D].

A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required more than the prescribed hours to search for and prepare the record for disclosure including planning to make it available in the request form.

If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned will repay the deposit to the requester.

5.2.2. NOTIFICATION OF DECISION REGARDING REQUEST TO ACCESS RECORDS

GNT CAPITAL (PTY) LTD will, within 30 business days (excludes weekends and public holidays), but not less than 21 days, after receipt of the request and payment of the prescribed fee, decide whether to grant or decline the request and notify the requester in the manner indicated by the requester in [ANNEXURE A – FORM 2].

Subject to the provisions in PAIA, in respect of extensions, GNT CAPITAL (PTY) LTD will process the request within 30 days from when the request is received and the fee is paid, or within any extension timeline, unless the requester has stated special reasons which would satisfy the information officer that circumstances dictate that the above time periods could not be complied with. Only in exceptional circumstances can this timeline be less than 21 days. GNT CAPITAL (PTY) LTD cannot decide to shorten the period of 21 days where a requester (other than a personal requester) has requested access to information on a third party.

5.3. DUTIES OF INFORMATION OFFICER REGARDING REQUESTS

5.3.1. DUTY TO RENDER REASONABLE ASSISTANCE

Information Officer of GNT CAPITAL (PTY) LTD will be expected to render such reasonable assistance, free of charge, as is necessary to enable the requester or data subject to comply with the prescribed process for submitting a request.

5.3.2. REFUSAL OF REQUESTS DUE TO NON-COMPLIANCE

If a requester or data subject has made any request that does not comply with the requirements of PAIA or POPIA, the Information Officer concerned may not refuse the request because of that non-compliance, unless the Information Officer has –

- (a) notified the data subject or requester of his/her intention to refuse the request and stated in the notice, the reasons for the contemplated refusal, as well as his/her availability to assist that requester or data subject to remove the grounds for refusal;

- (b) given the requester or data subject a reasonable opportunity to seek such assistance;
- (c) as far as reasonably possible, furnished the requester or data subject with any information that would assist the making of the request in the prescribed form; and
- (d) given the requester a reasonable opportunity to confirm the request or alter it to comply with section 18 of PAIA or 24 of POPIA.

5.3.3. REQUESTS TO ACCESS HEALTH RECORDS

In the case of health records, if the Information Officer is of the opinion that the disclosure of the record to the relevant person would be likely to cause serious harm to their physical or mental health, or well-being, the Information Officer may only give access to the record if the requester proves to the satisfaction of the information officer that adequate provision is made for such counselling or arrangements as are reasonably practicable before, during or after the disclosure of the record to limit, alleviate or avoid such harm to the relevant person.

5.3.4. ANNUAL REPORTS ON REQUESTS TO ACCESS RECORDS

The Regulator may, annually, request an Information Officer of GNT CAPITAL (PTY) LTD, in terms of section 83 (4) of PAIA, to furnish to the Regulator with information about requests for access to records of that body.

5.4. EXTENSION OF PERIOD TO DEAL WITH REQUEST BY GNT CAPITAL (PTY) LTD

GNT CAPITAL (PTY) LTD may extend the time period to notify the requestor of its decision to grant or refuse the request to access if –

- (a) the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of GNT CAPITAL (PTY) LTD
- (b) the request requires a search for records in, or collection thereof from, an office of GNT CAPITAL (PTY) LTD not situated in the same town or city as the office of the head that cannot reasonably be completed within the original period;
- (c) consultation among divisions of GNT CAPITAL (PTY) LTD or with another private body is necessary or desirable to decide upon the request that cannot reasonably be completed within the original period;
- (d) more than one of the circumstances contemplated in paragraphs (a), (b) and (c) exist in respect of the request making compliance with the original period not reasonably possible; or (e) the requester consents in writing to such extension.

If a period is extended by GNT CAPITAL (PTY) LTD, the information officer will, as soon as reasonably possible, but in any event within 30 days business days (excludes weekends and public holidays), after receipt of request notify the requester of that extension. The notification of extension will state the period of the extension and the reasons for the extension.

5.5. REQUESTS TO ACCESS INFORMATION ON A THIRD-PARTY

Where a requester (other than a personal requester) has requested access to information on a third party, PAIA provides that the third party whose information is requested must be given 21 days in which to make representations to refuse access or give written consent for the disclosure of the record to the requester. It may not always be possible for GNT CAPITAL (PTY) LTD to comply with all refuse representations. For example, when a court order had been served for access. GNT CAPITAL (PTY) LTD cannot decide to shorten the period of 21 days where a requester (other than a personal requester) has requested access to information on a third party.

5.6. RECORDS THAT CANNOT BE FOUND OR DO NOT EXIST

If all reasonable steps have been taken to find a record and such record cannot be found or the record does not exist, then the group shall notify the requester, by way of an affidavit or affirmation, that it is not possible to give access to the requested record.

The affidavit or affirmation shall provide a full account of all the steps taken to find the record or determine its existence, including details of all communications by the group with every person who conducted the search.

Notification of record cannot be found or the record does not exist shall be regarded as a decision to refuse a request for access to the record concerned for purposes of PAIA.

If the record in question is later found, the requester shall be given access to the record in the manner stipulated by the requester in [ANNEXURE A – FORM 2], unless access is refused by GNT CAPITAL (PTY) LTD as set out in this manual and/or in accordance with PAIA.

5.7. ACCESS TO HEALTH RECORDS

If GNT CAPITAL (PTY) LTD grants a request for access to a record provided by a health practitioner about the physical or mental health, or well-being of the requester or of the person to whom the record relates, and GNT CAPITAL (PTY) LTD is of the opinion that the disclosure of the record to the relevant person might cause serious harm to his or her physical or mental health, or well-being, the information officer may, before giving access consult with a health practitioner who has been nominated by the relevant person.

If the relevant person is —

- (a) under the age of 16 years, a person having parental responsibilities for the relevant person must make the nomination; or
- (b) incapable of managing his or her affairs, a person appointed by the court to manage those affairs must make that nomination.

If, after being given access to the record concerned, the health practitioner consulted is of the opinion that the disclosure of the record to the relevant person, would be likely to cause serious harm to his or her physical or mental health, or well-being, GNT CAPITAL (PTY) LTD may only give access to the record if the requester proves to the satisfaction of the Information Officer that adequate provision is made for such counselling or

arrangements as are reasonably practicable before, during or after the disclosure of the record to limit, alleviate or avoid such harm to the relevant person.

Before access to the record is given to the requester, the person responsible for such counselling or arrangements must be given access to the record.

5.8. DECISION REGARDING REQUEST TO ACCESS

5.8.1. DECISION TO GRANT ACCESS

If the request for access is granted the notice of decision to grant access must state –

- the access fee (if any);
- the form in which access will be given; and
- that the requester may lodge an application with a court against the access fee to be paid or the form of access granted, and the procedure for lodging the application.

5.8.2. DECISION TO REFUSE ACCESS

If the request for access is refused the notice of decision to refuse access must –

- state adequate reasons for the refusal, including the provisions of any Act relied on;
- exclude, from any such reasons, any reference to the content of the record; and
- state that the requester may lodge an application with a court against the refusal of the request, and the procedure (including the period) for lodging the application.

The main grounds for GNT CAPITAL (PTY) LTD to refuse a request for records relates to the mandatory protection –

- of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of PI of that natural person;
- of the commercial information of a third party, if the record contains –
 - trade secrets of that third party;
 - financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - information disclosed in confidence by a third party to GNT CAPITAL (PTY) LTD, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- of confidential information of third parties if disclosing such would or could constitute a breach of the duty of confidence owed to a third party in terms of any agreement;
- of the safety of individuals and the protection of property;
- of records which would be regarded as privileged in legal proceedings;
- of the commercial activities of the group, which may include –
 - trade secrets of GNT CAPITAL (PTY) LTD;
 - financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of GNT CAPITAL (PTY) LTD;

- information which, if disclosed, could put GNT CAPITAL (PTY) LTD at a disadvantage in negotiations or commercial competition;
- a computer programme which is owned by the group, and which is protected by copyright.
- of the research information of GNT CAPITAL (PTY) LTD or a third party, if its disclosure would disclose the identity of GNT CAPITAL (PTY) LTD, the researcher or the subject matter of the research and would place the research at a serious disadvantage.

5.8.3. PARTIAL REFUSAL OF REQUEST

GNT CAPITAL (PTY) LTD will disclose every party of the record which does not contain and can be reasonably severed from any part that contains information which may or must be refused in terms of PAIA and this manual.

The part of the record that is disclosed to the requester is subject to the provisions in PAIA and this manual that applies to requests where access is granted, for example the payment of prescribed access fees. The part of the record that is not disclosed to the requester is subject to the provisions in PAIA and this manual that applies to requests where access is refused, for example the GNT CAPITAL (PTY) LTD must notify the reasons for refusal.

5.8.4. DEEMED REFUSAL OF REQUEST

If GNT CAPITAL (PTY) LTD fails to give the decision on a request for access to the requester concerned within 30 business days from when the request is received and the fee is paid, or within the extended timeline, it will be regarded as a decision to refuse the request.

5.9. REMEDIES AVAILABLE TO REQUESTER

5.9.1. INTERNAL REMEDIES

GNT CAPITAL (PTY) LTD does not have internal appeal procedures. As such, the decision made by the information officer is final, and requestors will have to exercise such external remedies at their disposal if a requester is not satisfied by a decision made by the information officer, for example for refusing access, for imposing access fees, or for extending the time period in which the response is due.

5.9.2. EXTERNAL REMEDIES

Subject to the provisions of PAIA, a requester that is dissatisfied with an information officer's refusal to disclose information, may within 180 days of notification of the decision, apply to a court or to the information regulator for relief.

Likewise, a third party dissatisfied with an information officer's decision to grant a request for information, may within 180 days of notification of the decision, apply to the information regulator or to a court with appropriate jurisdiction for relief.

Notice of Appeal, Form B, in terms of Section 75 of PAIA [Regulation 8], can be found on the website of the information regulator under the "Documents" section (www.justice.gov.za/inforeg/)

**ANNEXURE A
FORM 2
REQUEST FOR ACCESS TO RECORD
[Regulation 7]**

LINK: <https://inforegulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form02-Reg7.pdf>

ANNEXURE B

FORM 3

OUTCOME OF REQUEST & FEES PAYABLE

[Regulation 8]

LINK: <https://info regulator.org.za/wp-content/uploads/2020/07/Form-3-PAIA.pdf>

ANNEXURE C
FORM 5
COMPLAINT FORM
[Regulation 10]

LINK: <https://info regulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form05-Reg101.pdf>

ANNEXURE D

PAIA FEES SCHEDULE

(in accordance with Promotion of Access to Information Act, 200 (Act No. 2 of 2000): Regulations Relating to the Promotion of Access to Information, 2021)

REPRODUCTION FEES	
Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof
Printed copy of A4-size page	R2.00 per page or part thereof
For a copy in a computer-readable form on:	
(i) Flash drive (provided by requestor)	R40.00
(ii) Compact Disc	R40.00
• If provided by requestor	R60.00
• If provided to requestor	
For a transcription of visual images per A4-Size page	Service to be outsourced. Will depend on quotation from Service provider
Copy of visual images	
Transcription of an audio record, per A4-size page	R24.00
Copy of an audio record on:	
(i) Flash drive (to be provided by requestor) (ii)	R40.00
Compact disc	R40.00
• If provided by requestor	R60.00
• If provided to requestor	
To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	R145
To not exceed the total cost of	R435.00
Postage, email or any electronic transfer	Actual expense, if any

REQUEST FEES:

Where a requester submits a request for access to personal information held by the GNT CAPITAL (PTY) LTD on a person other than the requester himself/herself, a request fee in the amount of R140.00 is payable upfront before GNT CAPITAL (PTY) LTD will further process the request received.

ACCESS FEES:

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of PAIA or an exclusion is determined by the Minister in terms of Section 54 (8).

The applicable access fees which will be payable are:

Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof
Printed copy of A4-size page	R2.00 per page or part thereof
For a copy in a computer-readable form on:	
(iii) Flash drive (provided by requestor)	R40.00
(iv) Compact Disc	R40.00
· If provided by requestor	R60.00
If provided to requestor	
For a transcription of visual images per A4-Size page	Service to be outsourced. Will depend on quotation from Service provider
Copy of visual images	R60.00
Transcription of an audio record, per A4-size page	R24.00

Copy of an audio record on:	
(iii) Flash drive (to be provided by requestor) (iv)	R40.00
Compact disc	R40.00
· If provided by requestor	R60.00
If provided to requestor	
To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	R145
To not exceed the total cost of	R435.00
Postage, email or any electronic transfer	Actual expense, if any

DEPOSITS:

Where GNT CAPITAL (PTY) LTD receives a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request believes the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to one third of the amount of the applicable access fee.

NOTE:

In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations if a private body is a VAT vendor.

ANNEXURE E

REQUEST FOR A COPY OF THE GUIDE

LINK: <https://info regulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form01Reg2.pdf>