

## PAIA Manual

### **Introduction:**

This manual is prepared in accordance with the Promotion of Access to Information Act, 2000 (PAIA). It sets out the procedures for requesting access to information held by Bloudraad (Pty) Ltd.

### **Contact Information:**

If you wish to request access to information, please contact:

Company Secretary

Bloudraad (Pty) Ltd

info@bloudraad.com & always CC the below email address:

abuse@bloudraad.com

### **Information Available:**

The following categories of information are available for request:

- Company records (with acceptable motivation i.e. Court Order)
- Financial records (with acceptable motivation i.e. Court Order)
- Customer information (with acceptable motivation i.e. Court Order)
- Supplier information (with acceptable motivation i.e. Court Order)

### **Request Procedure:**

To request access to information, please submit a written request to the contact provided above. The request must include your name, contact information, and a description of the information requested.

### **Fees:**

A fee may be charged for processing a request for access to information. The fee will be determined in accordance with the regulations prescribed under PAIA.

### **Appeals:**

If your request for access to information is denied, you may appeal the decision by submitting a written appeal to the Information Officer within 30 days of the denial. The company Information Officer can be reached on abuse@cloudninja.co.za - Contact Person is Martin Daffie. (Registered Information Officer).

### **Availability:**

This manual is available for inspection at the offices of Bloudraad (Pty) Ltd during normal business hours. It is also available on our website.