

Promotion of Access to Information Manual

In terms of Section 51 of PAIA (Act 2 of 2000) · Updated terms of POPIA (Act 4 of 2013)

Silverhurst Wealth Partners (Pty) Ltd · Registration no: 2022/738845/07 · FSP 53208

1. Introduction and Purpose

Section 51 of the Promotion of Access to Information Act ("PAIA") requires private bodies to complete a manual which shall facilitate requests for information. Silverhurst Wealth Partners (SWP) is such a private body.

PAIA gives effect to the constitutional right of access to information held by the State or another person and which is required for the exercise or protection of any right. PAIA recognises certain limitations to the right of access to information, including reasonable protection of privacy, commercial confidentiality, and effective governance.

2. Information Manual

This manual is compiled in accordance with Section 51 of PAIA and the Schedule to POPIA. It describes the records held by SWP and outlines the procedure to be followed and fees payable when requesting access to these records.

This manual is available for public inspection at the physical address of SWP (free of charge), on our website (free of charge), or on request by a person (along with payment of prescribed fee).

3. Contact Details

Information Officer: Eldon de Waal

Address: 9 Klein Wassenaar Road, Westlake, 7945

Email: eldon@silverhurstwealth.co.za

Tel: 072 273 9234

Website: www.silverhurstwealth.co.za

4. Information Regulator's Guide

An official guide has been compiled by the Information Regulator to assist persons wishing to exercise a right to access to information. Copies can be obtained from:

The Information Regulator · 33 Hoofd Street, Forum III, 3rd Floor Braampark, Braamfontein, Johannesburg 2017 · Tel: +27 (0) 10 023 5200 · Complaints: complaints.IR@justice.gov.za · General queries: inforeg@justice.gov.za

5. Schedule of Records Held by SWP

Personnel Records: Records of any person who works for or provides services to SWP, including directors, permanent, temporary and part-time staff, and contract workers.

Customer-Related Records: Any records provided by, generated for, or pertaining to a client, including transactional records, correspondence, and financial/IT/operational records.

Records Pertaining to SWP's Own Affairs: Financial records, operational records, information technology, marketing records, statutory records, and internal policies and procedures.

Other Party Records: Records pertaining to contractors, suppliers, subsidiary/holding companies, joint venture companies, and service providers.

6. Processing Details

SWP processes personal data for business administration purposes and to the extent required by legislation and regulation. Categories of data subjects include clients/customers of SWP, third parties (contractors, suppliers, service providers), and data relating to SWP's own financial matters.

Recipients to whom personal information may be supplied include regulators, statutory oversight bodies, courts, SARS, auditing bodies, and anyone making a successful application for access in terms of PAIA.

7. Procedure for Obtaining Access to Information

A request for access to information held by SWP must be made in the prescribed form to SWP's Information Officer. Requesters must provide sufficient particulars of the records requested, their identity, the form of access required, and the right exercised or to be protected.

Applicable fees: A request fee (standard) and an access fee (calculated by taking into account reproduction costs, search and preparation time, and postal costs) may be payable.

8. Notification of Decision

The Information Officer will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons. This period may be extended for a further 30 days if required.

9. Remedies Available When a Request is Rejected

SWP does not have an internal appeal procedure. The decision made by the Information Officer is final. Requesters who are dissatisfied may submit a complaint in writing to the Information Regulator

within 180 days of the decision, or bring an application to a court.

Prescribed access request forms (Form 1 and Form 2) are available upon request from the Information Officer.