



**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF  
ACCESS TO INFORMATION ACT NO 2 OF 2000**

**(“THE ACT”)**

**FOR**

**ALPHA FUNDER (PTY) LTD**

**REGISTRATION NUMBER: 2024/221857/07.**

# Promotion of Access to Information Act (PAIA) Manual

## Alpha Funder (Pty) Ltd. PAIA Manual

This manual is prepared in adherence to section 51 of the Promotion of Access to Information Act no 2 of 2000 ("the Act") exclusively for Alpha Funder (Pty) Ltd registration Number: 2024/221857/07.

**Date of Compilation:** 18/07/2024

**Date of Revision:** n.a.

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## 1. List of Acronyms and Abbreviations

- **CMO** - Chief Marketing Officer
- **IO** - Information Officer
- **Minister** - Minister of Justice and Correctional Services
- **PAIA** - Promotion of Access to Information Act No. 2 of 2000 (as Amended)
- **POPIA** - Protection of Personal Information Act No.4 of 2013
- **Regulator** - Information Regulator South Africa
- **Republic** - Republic of South Africa

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## 2. Introduction

### 2.1. Provisions of the Act

- 2.1.1. Section 51 of the Act as well as certain other sections pertain to the Manuals which are to be prepared by public and private bodies coming into effect on 15 February 2002.

2.1.2. The object of the Act is to give effect to the constitutional right of “Access to Information “ by regulating access to information held by another and required for the exercise or protection of any right, but importantly, to give effect to such right subject to justifiable limitations such as privacy, commercial confidentiality, and professional privilege. When a request is made in accordance with the procedure provided for the Act, for access to information held by a body (either a public body or a private body), that body is obliged to deal with such a request in the manner prescribed in the Act. More particularly, that body is obliged to make available such information except in those cases where the Act expressly provides that the information may not or must not be released.

## 2.2. The PAIA Guide - The Regulator

2.2.1. In terms of Section 10 of the Act, the Regulator is responsible for compiling a guide that provides details on how to use the Act. Please direct any further queries in respect of this guide to:

- Contact Person: Ms. Pfano Nenweli
- Email: [PNenweli@justice.gov.za](mailto:PNenweli@justice.gov.za)
- Physical Address: JD House, 27 Stiemens Street Braamfontein Johannesburg 2001
- Postal Address: P.O. Box 31533 Braamfontein Johannesburg 2017
- Phone: (010) 023 5200
- Website of the Regulator : [www.inforegulator.org.za](http://www.inforegulator.org.za)

2.3. In terms of Section 51(1) of the Act, all heads of private bodies are required to compile a Manual that provides information regarding the subjects and categories of records held by such private bodies. This Manual is intended to fulfil this requirement.

2.4. For the avoidance of doubt, any reference in this Manual to any information that is in addition to that specifically required in terms of Section 51 of the Act, does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

2.5. Accordingly, this Manual provides a reference to the records we hold and the process that needs to be adopted to access such records. All requests for access to information should be addressed to the contact person as identified in Section 3 of this Manual, as the entities designated Information Officer.

2.6. A copy of the Manual will be available:

- on our website;
- at the registered address of the Alpha Funder (refer to the address identified in Section 3 of this Manual);
- by sending a request for a copy to the Information Officer by email;

2.7. To any person upon request and upon payment of a reasonable prescribed fee.

2.8. To the Information Regulator upon request.

2.9. A fee for a copy of the Manual shall be payable per each A4-size photocopy made, as prescribed in the regulation

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## 3. Administration of the Act

3.1. Mr Tyne Brett Potgieter is responsible for ensuring the requirements of the Act are administered in a fair, objective and unbiased manner for Alpha Funder. Accordingly, all requests for access to records relating to the entity should be addressed to:

- Company Name: Alpha Funder Proprietary Limited

- Information Officer: Tyne Brett Potgieter
- Postal Address: 266 Brooks Street, Brooklyn, Pretoria, 0181
- Physical Address: 266 Brooks Street, Brooklyn, Pretoria, 0181
- Phone Number: +27 82 319 9343
- Email Addresses: [tyne@alphafunder.io](mailto:tyne@alphafunder.io) ; [privacy@alphafunder.io](mailto:privacy@alphafunder.io)
- Website: [www.alphafunder.io](http://www.alphafunder.io)

#### 4. Voluntary disclosure

4.1. Alpha Funder has not published a notice in terms of Section 52(2) of the Act, however, it should be noted that the information relating to Alpha Funder, its products and services are available on our website identified in Section 3. Information in the form of marketing and advertising material and other public communication is made available from time to time.

#### 5. Categories of records of Alpha Funder (Pty) Ltd which are available without a person having to request access

Category of Records	Types of Records	Available on Website	Available upon Request
Contracts	Alpha Trader Contract		X
Policies	Cancellation & Refund Policy	X	X
Policies	Anti Money Laundering Policy	X	X
Policies	Terms of use	X	X

#### 6. Records held by Alpha Funder in terms Section 52(1)(E) of the Act

Our records are in paper and electronic form. We hold records with information falling into the following categories:

Subjects	Categories of Records
Finance	Financial Statements and Accounting Records
General Company	Memorandum of Incorporation
Finance	Tax Records
General Company	General Correspondence and Miscellaneous Agreements
Finance	Information relating to transactions of a financial nature (e.g. invoices and payments)
Finance	Banking Records
Marketing	Marketing Information
Customer Relations	Customer Information
HR	Employee Records
General Company	Personnel Guidelines, Company Policies and Procedures
HR	Employment Equity Records
HR	Labour Relations Records
HR	Statutory HR Records
Finance	Insurance

## **7. Description of the records of Alpha Funder (Pty) Ltd which are available in accordance with any other legislation**

In terms of the following Acts, if and where applicable, which includes but is not limited to, we are required to ensure that certain categories of records are available for access as prescribed by each Act:

<b>Category of Records</b>	<b>Applicable Legislation</b>
Memorandum of Incorporation	Companies Act 71 of 2008
PAIA Manual	Promotion of Access to Information Act 2 of 2000
Privacy Policy	Protection of Personal Information Act No.4 of 2013
Code of Conduct	Constitution of South Africa Act 108 of 1996
Refund Policy	Consumer Protection Act No 68 of 2008
Privacy Policy and Terms & Conditions	Electronic Communications and Transactions Act 2 of 2000
Employment Equity Plan	Employment Equity Act No.55 of 1998
Sustainability Reports	Environment Conservation Act 73 of 1989
Anti-money Laundering Policy	Financial Intelligence Centre Act No. 38 of 2001
Employment Contracts	Labour Relations Act No. 66 of 1995
Health & Safety Policy	Occupational Health and Safety Act No. 85 of 1993
Anti-discrimination Policy	Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000

*Please note that while we have made every effort to identify all pertinent legislation, we cannot guarantee that all legislation has been included. Should you be aware of any specific legislation that should be included and which has been omitted, please contact the Information Officer.*

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## **8. Procedure to follow when submitting a formal request of access to records**

- 8.1. A request for access to a record that does not fall within the categories identified in section 5, 6 and 7 of this Manual must be done formally either via conventional mail or e-mail.
  - 8.2. This request should be in the prescribed format as defined in Form 2. A request form is also attached to this Manual as Annexure A. The prescribed request fee should be attached.
  - 8.3. Our Information Officer will respond to your request within 30 (thirty) days of receiving the request by indicating whether your request for access has been granted.
  - 8.4. Please note that an application for access to information can be refused in the event that the application does not comply with the procedural requirements of the Act. In addition, the successful completion and submission of an access request form does not automatically allow the requestor access to the requested record. The requesting party must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
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## **9. Fees**

- 9.1. There are two basic types of fees applicable in terms of the Promotion of Access to Information Act - "request" and "access" fees. The non-refundable request fee is payable on submission of the request for access to a record (unless the request is personal in which event there is no applicable fee) and the access fee is payable prior

to the actual gaining of access to the records in the required form. The applicable fees prescribed may be viewed on the Regulators website.

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## **10. Request for access to information about third parties**

- 10.1. If you request access to a record that contains information about a third party, we are obliged to attempt to contact this third party to inform them of the request and to give them an opportunity to respond by either consenting to the access or by providing reasons why the access should be denied. In the event that the third party furnishes reasons for the support or denial of access, our designated Information Officer will consider these reasons in determining whether access should be granted. You may appeal against a refusal of access by our Information Officer. Please refer to Part 4 of the Promotion of Access to Information Act for further details on the Appeal Process.
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## **11. Processing of Personal Information**

- 11.1. Alpha Funder processes personal data to provide and enhance trading services, ensure regulatory compliance, and facilitate communication. The detailed processing activities, categories of data subjects, and security measures are described in our Privacy Policy on our website.
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## **12. Updating of the Manual**

The information officer of Alpha Funder will regularly update this manual to ensure compliance with legislative changes and company policy updates.

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### **Issued by**

**Tyne Potgieter**

Chief Marketing Officer

Alpha Funder (Pty) Ltd