



## **PAIA Notice** **Promotion of Access to Information Act, 2 of 2000**

### **Overview**

Rezco Group (“Rezco”) is committed to lawful, reasonable and transparent processing of information in accordance with the Promotion of Access to Information Act, 2 of 2000 (PAIA) and the Protection of Personal Information Act, 4 of 2013 (POPIA). PAIA gives effect to the constitutional right of access to information held by public and private bodies where such access is required for the exercise or protection of any rights. POPIA regulates the lawful processing of personal information and complements PAIA by setting conditions for the protection of personal information. Rezco is a private body as defined in PAIA.

### **Entities Covered**

This PAIA Policy applies to the entities within the Rezco Group inclusive *inter alia* of the following:

- Rezco Collective Investments Ltd, an authorised Collective Investment Scheme Manager (UT32);
- Rezco Asset Management (Pty) Ltd, an authorised Financial Services Provider (FSP 702),

Registered Address for both entities is at 146 Main Road, Walmer, Gqeberha, 6070.

### **Purpose of PAIA**

The purpose of PAIA is to provide a framework for requesting access to records held by Rezco, subject to legally permissible limitations, including the protection of:

- Personal information in terms of POPIA
- Confidential, proprietary and commercially sensitive information
- Information belonging to third parties
- The effective, efficient and lawful operation of Rezco.

Access to records will be provided in a manner that is procedurally fair, cost-effective, and timeous, as contemplated in PAIA.

### **Relationship Between PAIA and POPIA**

Where a request for access to information includes personal information, Rezco will process such requests in accordance with both PAIA and POPIA. Access to personal information may be refused or limited where disclosure would unreasonably infringe the privacy rights of a data subject and/or be inconsistent with the conditions for lawful processing under POPIA. Rezco’s PAIA Notice must therefore be read together with its Privacy Notice.

## **Information Regulator (PAIA Oversight Authority)**

The Information Regulator (South Africa) is the regulatory authority responsible for monitoring and enforcing compliance with PAIA and POPIA. The Information Regulator has published a PAIA Guide (section 10 of PAIA) to assist persons in exercising their rights of access to information which can be accessed on their website.

### **Information Regulator Contact Details:**

Website: [www.justice.gov.za/inforeg](http://www.justice.gov.za/inforeg)

Email: [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za)

Telephone: 010 023 5200

Postal Address: P.O. Box 31533, Braamfontein, Johannesburg, 2017

## **Information Officer**

In accordance with PAIA and POPIA, Rezco has appointed an Information Officer responsible for compliance and the handling of access to information requests:

- **Rezco Asset Management (Pty) Ltd**  
Simon Sylvester (Information Officer) – [forms@rezco.com](mailto:forms@rezco.com)  
Kelly-joan Nagel (Deputy Information Officer) – [kelly@rezco.co.za](mailto:kelly@rezco.co.za)
  
- **Rezco Collective Investments Ltd**  
Johann Lourens (Information Officer) – [forms@rezco.co.za](mailto:forms@rezco.co.za)  
Kelly-joan Nagel (Deputy Information Officer) – [kelly@rezco.co.za](mailto:kelly@rezco.co.za)

## **Categories of Records Held**

Rezco holds records in both electronic and physical form, including but not limited to:

- Company and statutory records
- Operational, compliance and governance records
- Financial, accounting and tax records
- Regulatory and licensing records
- Personnel and employment-related records
- Investor records
- Other records required by legislation.

Records that are publicly available on Rezco's website do not require a PAIA request.

## **Requesting Access to Records**

Any person requiring access to a record held by Rezco must submit a written request using the prescribed Form 2, addressed to the Information Officer using the email address noted above. A copy of the email can be sent to the Deputy Information Officer for additional oversight and timeous response.



Requests must:

- Provide sufficient detail to identify the record requested
- Specify the Rezco entity to which the request relates
- Identify the right to be exercised or protected
- Indicate the preferred form of access

Where a request is made on behalf of another person, written authorisation must be provided.

### **Fees**

No request fee is payable for access to a requesters own personal information. Other requests may be subject to a request fee and access fee as prescribed by PAIA. Please take note that a deposit may be required where the request involves substantial search or preparation time. The applicable fee structure is determined in accordance with PAIA and guidance issued by the Information Regulator.