

TABLE OF CONTENTS

PAIA & POPIA COMPLIANCE MANUAL



CORPORATE INFORMATION

- 01 Cover Page
- 02 Company Information & Information Officer



PAIA COMPLIANCE

- 03 Guide to PAIA
- 04 Automatic Disclosures
- 05 Records Held & Applicable Legislation



POPIA COMPLIANCE

- 06 POPIA Compliance & Information Processing



ACCESS TO INFORMATION

- 07 Access Requests, Fees & Remedies



APPROVAL

- 08 Approval & Appendices

DOCUMENT DETAILS

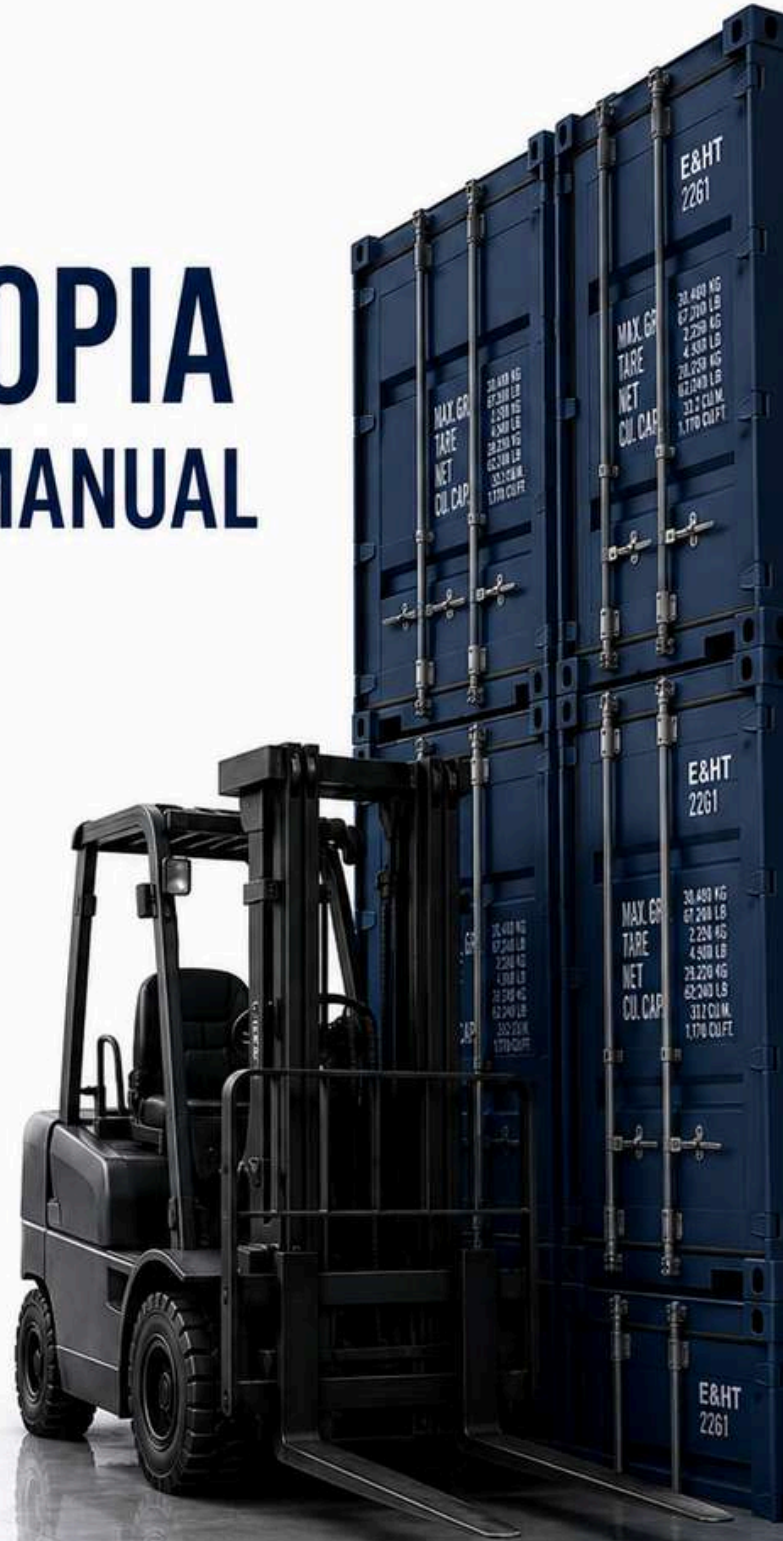
Company:	E AND H TRADING (PTY) LTD
Registration Number:	2025/380328/07
Information Officer:	Evan Peter
Information Officer Registration:	2025-008756
Website:	www.eandhtrading.co.za



01

PAIA & POPIA COMPLIANCE MANUAL 2026 / 2027

This Manual is prepared in accordance with the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (PAIA) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) (POPIA).



COMPANY INFORMATION & INFORMATION OFFICER



COMPANY DETAILS

- Registered Name : E AND H TRADING (PTY) LTD
- Registration Number : 2025/380328/07
- B-BBEE Status : Level 4 Contributor
- Procurement Recognition : 100%
- Physical Address : 65 George Street
Strand
Western Cape
South Africa
- Website : www.eandhtrading.co.za



INFORMATION OFFICER DETAILS

- Information Officer : Evan Peter
- Position : Managing Director
- Information Regulator
Registration Number : 2025-008756
- Email Address : evan@eandhtrading.co.za



COMPLIANCE STATEMENT

In accordance with Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), E and H Trading (Pty) Ltd publishes this Manual and designates Evan Peter as the Company's registered Information Officer.

The Information Officer is responsible for ensuring compliance with PAIA and POPIA and for attending to requests with lawful requests for access to information.



GUIDE TO PAIA

PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000)

This Guide explains how any person can exercise their right to access information held by E and H Trading (Pty) Ltd in accordance with PAIA.



1. WHAT IS PAIA?

PAIA gives effect to the constitutional right of access to any information held by the state and institutions that fall within the bodies that it is required for the exercise or protection of any rights.



2. WHO CAN REQUEST INFORMATION?

Any person who:

- is a South African citizen;
- is a permanent resident; or
- is a person or entity present in South Africa.



3. WHAT INFORMATION CAN BE REQUESTED?

You may request any record of the Company that is required for the exercise or protection of any rights, unless the record falls under a lawful ground for refusal in terms of PAIA.



4. HOW TO REQUEST INFORMATION?

- Use the prescribed Form 2 (available from the Information Regulator website: www.justice.gov.za/inforeg/paia-forms).
- Complete the form and provide sufficient detail of the Company to identify the record.
- Submit your request to the Information Officer via email: evan@eandhtrading.co.za.



5. RESPONSE TIME

- The Information Officer will decide on your request within 30 days of receipt.
- If more time is required, you will be notified within 30 days, with reasons.
- You will be informed of the decision and, if granted, how to access the record.



6. GROUNDS FOR REFUSAL

The Company may refuse a request if it falls within one of the exemptions listed in Part 2 of PAIA, or if disclosure would be harmful to the protection of any of the rights of any person, as set out in section 36 of the Constitution.



7. REMEDIES

If you are dissatisfied with the decision of the Information Officer, you may appeal to the Information Regulator in terms of PAIA.

AUTOMATIC DISCLOSURES

PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (SECTION 51(1)(D))

In terms of Section 51(1)(d) of PAIA, the following information is automatically available from E and H Trading (Pty) Ltd without requiring a formal request.



1. ORGANISATION INFORMATION

- Registered name: E AND H TRADING (PTY) LTD
- Registration number: 2025/380328/07
- Physical address: 65 George Street, Strand, Western Cape, South Africa
- Website: www.eandhtrading.co.za



2. PAIA MANUAL

A copy of the current PAIA Manual is available on our website or from the Information Officer upon request.



3. INFORMATION OFFICER DETAILS

- Name: Evan Peter
- Designation: Managing Director
- Information Regulator Registration Number: 2025-008756
- Email: evan@eandhtrading.co.za



4. RECORDS AVAILABLE WITHOUT REQUEST

Information that can be accessed without a requester having to use the prescribed request form, where applicable and reasonable to the Company.



5. FEES

A description of the fees payable for access to records of the Company.



6. REMEDIES

A description of the internal appeal process and the remedy available if a request for access is denied.



7. UPDATES

This information will be updated annually or as and when changes occur.



RECORDS HELD & APPLICABLE LEGISLATION



RECORDS HELD BY THE COMPANY

E and H Trading (Pty) Ltd maintains records in the following categories:

- **Operational Records**
OPC registration, company policies, contracts, service agreements, supplier records.
- **Financial Records**
Invoices, banking details, financial statements, tax / VAT records, audit registers.
- **Human Resources Records**
Employment contracts, payroll records, leave records, performance reviews.
- **Marketing & Digital Records**
Website data, source files, marketing strategies, Google/Meta Ads campaign data, client communications.



APPLICABLE LEGISLATION

This Manual is compiled in accordance with the following key legislation:

- Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
- Protection of Personal Information Act, 2013 (Act No. 4 of 2013)
- Constitution of the Republic of South Africa, 1996
- Electronic Communications and Transactions Act, 2002
- Companies Act, 2008
- Income Tax Act, 1962
- Basic Conditions of Employment Act, 1997
- Labour Relations Act, 1995



POPIA COMPLIANCE & INFORMATION PROCESSING

PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

E and H Trading (Pty) Ltd is committed to protecting personal information in accordance with POPIA. The following outlines our information processing practices.



PURPOSE OF PROCESSING

To provide digital services, manage ad accounts, communicate with clients, and fulfil contractual obligations.



CATEGORIES OF DATA SUBJECTS

Clients, potential clients, suppliers, job applicants, employees, contractors, and website visitors.



TYPES OF PERSONAL INFORMATION

Contact details, business information, financial information, online identifiers, and communication records.



SECURITY MEASURES

Industry-standard encryption, secure cloud storage, regular backups, and access controls are used to prevent unauthorised access, loss, or disclosure.



DATA SUBJECT RIGHTS

Data subjects have the right to access, correct, object to the processing of their personal information in terms of POPIA.

07

ACCESS REQUESTS, FEES & REMEDIES



ACCESS REQUESTS

- Requests must be made using the prescribed Form 2.
- The Form is available from the Information Regulator website www.justice.gov.za/inforeg/paia-forms/
- Requests must be directed to the Information Officer evan@eandhtrading.co.za
- The Company will respond within 30 days of receipt.



FEES

- A reasonable fee may be charged for:
 - Searching for and preparing the record
 - Reproduction of the record
 - Any time reasonably required exceeding the prescribed hours as per the Regulations
- The requester will be informed of the fee, if any, before processing the request.



REMEDIES

- If a request is refused, the requester may:
 - Lodge an internal appeal with the Information Officer within 30 days, or
 - Apply to the Information Regulator for a review of the decision.



UPDATES

This information will be updated annually or as and when operational changes occur.



08

APPROVAL & APPENDICES

This PAIA & POPIA Compliance Manual was approved by the Information Officer of E and H Trading (Pty) Ltd.



APPROVAL

Information Officer: Evan Peter

Position: Managing Director

Signature: 

Date: 16 April 2026



APPENDICES

- **Appendix A** – Information Officer Registration Certificate
- **Appendix B** – B-BBEE Compliance Affidavit
- **Appendix C** – PAIA Request Form (Form 2)
- **Appendix D** – PAIA Fee Structure (Government Gazette)
- **Appendix E** – POPIA Privacy Policy (Summary)



A

APPENDIX A

INFORMATION OFFICER REGISTRATION CERTIFICATE

A copy of the Information Officer Registration Certificate issued by the Information Regulator in terms of Section 55 of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).



**INFORMATION
REGULATOR**
(SOUTH AFRICA)

*Ensuring protection of your personal information
and effective access to information*

INFORMATION OFFICER REGISTRATION CERTIFICATE

Issued by the Information Regulator on 16/04/2026 at 14:52:43

ORGANISATION DETAILS

Organisation Name	E AND H TRADING
Regulator Registration Number	2026-008756
Regulator Registration Date	2026-04-16
Organisation Type	PRIVATE ORGANISATION
Private Organisation Type	PRIVATE COMPANY [(PTY) LTD]
Public Organisation Type	

INFORMATION OFFICER DETAILS

Full Name	Type	Appointment Date
PETZER, EVAN	Information Officer	2025-11-21



Mr. M Mosala
Chief Executive Officer: Information Regulator

Adv. FDP Tlakula (Chairperson), Adv. LC Stroom (Full-time Member),
Ms. AR Tilley (Part-time Member), Mr. MV Gwala (Part-time Member)
Mr. M Mosala (Chief Executive Officer)



B

APPENDIX B

B-BBEE COMPLIANCE AFFIDAVIT

A certified copy of the Broad-Based Black Economic Empowerment Compliance Affidavit issued by a SANAS accredited verification agency as proof of the Company's B-BBEE status and Level of Contribution.

CERTIFIED COPY OF B-BBEE CERTIFICATE



the dtic
Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

B-BBEE CERTIFICATE FOR EXEMPTED MICRO ENTERPRISES



Companies and Intellectual
Property Commission
a member of the dtic group

Issued by the Companies & Intellectual Property Commission (CIPC) on behalf of the Department of Trade and Industry, Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less.

This Certificate serves as an Affidavit in terms of Code Series 000, Section 4.5 of the Amended Codes 2013.



B-BBEE LEVEL 4 CONTRIBUTOR: 100% PROCUREMENT RECOGNITION

B-BBEE INFORMATION

Certificate Number	9446230867
Total Number of Shareholders	TWO (2) SHAREHOLDER(S)
Number of Black Shareholders	ONE (1) BLACK SHAREHOLDER(S)
Number of White Shareholders	ONE (1) WHITE SHAREHOLDER(S)
Black Ownership Percentage	50% BLACK OWNERSHIP
Black Female Percentage	50% BLACK FEMALE OWNERSHIP
White Ownership Percentage	50% WHITE OWNERSHIP
B-BBEE Status	B-BBEE LEVEL 4 CONTRIBUTOR: 100% PROCUREMENT RECOGNITION
Date of Issue	22-October-2025
Expiry Date	21-October-2026

- Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution: **0%**
- Black people who are youth as defined in the National Youth Commission Act of 1996: **0%**
- Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act: **0%**
- Black people living in rural and under developed areas: **0%**
- Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011: **0%**

ENTERPRISE INFORMATION

Registration number	2025/380824/07
Enterprise Name	E AND H TRADING (PTY) LTD
Registration Date	27-October-2025
Enterprise Type	PRIVATE COMPANY
Enterprise Status	IN BUSINESS

Physical Address
the dtic Campus - Block F
77 Meintjies Street
Sunnyside 0001

Postal Address: Companies
P O Box 429
Pretoria
0001

Docex: 256
Web: www.cipc.co.za
Contact Centre: 086 100 2472(CIPC)
Contact Centre (International): +27 12 394 9500



C

APPENDIX C

PAIA REQUEST FORM (FORM 2)

Use this form to request access to a record of E and H Trading (Pty) Ltd in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).



INSTRUCTIONS

- Complete all sections of this form.
- Attach a certified copy of your identity document.
- Submit the completed form to the Information Officer using the contact details below.
- Fields marked with * are mandatory.

1. REQUESTER DETAILS

Full Name*	
Identity / Passport Number*	
Postal Address*	
Email Address	
Telephone Number	
Capacity in which request is made <i>(e.g. on behalf of company, another person, etc.)</i>	

2. RECORD REQUESTED

Provide full particulars of the record(s) requested (please be as specific as possible to enable the record to be located).*

Reference number or subject (if known):

Form of access preferred:* Inspection of record Copy of record Printed copy of record
 Electronic copy (email) Other (please specify): _____

3. REASON FOR REQUEST (OPTIONAL)

State the reason for the request (this is optional but may assist in processing your request):

4. FEES

I understand that a reasonable fee may be charged in terms of the regulations. I agree to be informed of the fee, if any, before the request is processed. Yes No

5. SIGNATURE

Signature of Requester*	Date* _____ / _____ / _____
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D

APPENDIX D

PAIA FEE STRUCTURE (GOVERNMENT GAZETTE)

This Appendix sets out the fee structure applicable to requests made in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) as prescribed in Government Gazette No. 29855, Government Notice R187.
All fees include VAT where applicable.

1. OVERVIEW OF FEES

TOTAL FEE PAYABLE

May consist of any combination of the following:



2. PRESCRIBED FEES (GOVERNMENT GAZETTE NO. 29855, GOVERNMENT NOTICE R187)

FEE TYPE		AMOUNT (VAT INCL.)
Search and Preparation Fee	For each hour or part of an hour reasonably required to search for and prepare a record.	R105.00
Reproduction Fee (Photocopy)	Per A4-size photocopy	R1.10
Reproduction Fee (Printed Copy)	Per A4-size printed copy	R1.10
Reproduction Fee (Electronic Copy)	Per record on electronic media (e.g. CD, USB)	R70.00
Postage Fee	Actual cost of postage or courier	At Cost
Time Fee (Excess)	For each hour or part of an hour reasonably required beyond the first hour.	R105.00

3. IMPORTANT NOTES

- A deposit may be required if the estimated fees exceed R350.00.
- You will be informed of the amount of the deposit and the banking details to make payment.
- No further processing will occur until the deposit has been received.
- The final fee will be calculated after the request has been processed and you will be informed accordingly.
- If the actual fee is less than the deposit paid, the balance will be refunded.

4. PAYMENT METHODS

Payments can be made via:

- EFT / Bank Transfer**
(Banking details will be provided upon request)
- Card Payment**
(At our offices by prior arrangement)
- Cash**
(At our offices by prior arrangement)



E

APPENDIX E

POPIA PRIVACY POLICY (SUMMARY)

This Appendix provides a summary of the Privacy Policy of E and H Trading (Pty) Ltd in compliance with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) (POPIA).



1. OUR COMMITMENT

E and H Trading (Pty) Ltd ("we", "us", or "our") is committed to protecting the privacy and security of personal information in accordance with POPIA.

This policy explains how we collect, use, store, share and protect your personal information, as well as your rights in relation to your personal information.

2. HOW WE HANDLE YOUR PERSONAL INFORMATION



2.1 INFORMATION WE COLLECT

We collect personal information that is necessary for the provision of our products and services, including but not limited to your name, contact details, identity number, financial information, and business information.



2.2 PURPOSE OF COLLECTION

We collect and process personal information for purposes including: providing and managing our services, contractual obligations, legal compliance, communication, and improving our operations.



2.3 DISCLOSURE OF INFORMATION

We may disclose personal information to third parties only when necessary for the purposes set out above, or as required by law. We ensure that our service providers comply with POPIA.



2.4 SECURITY OF INFORMATION

We implement appropriate technical and organisational measures to protect personal information against loss, unauthorised access, use, alteration, or destruction.



2.5 RETENTION OF INFORMATION

We retain personal information only for the period necessary to achieve the purposes for which it was collected, or as required by law or contract.



2.6 ACCURACY OF INFORMATION

We take reasonable steps to ensure that personal information is accurate, complete, up to date and not misleading.



3. YOUR RIGHTS

In terms of POPIA, you have the right to:

- Access your personal information held by us;
- Request correction or deletion of your personal information;
- Object to the processing of your personal information;
- Lodge a complaint with the Information Regulator.

To exercise any of these rights, please contact our Information Officer using the details below.



4. COOKIES



Our website may use cookies to enhance your browsing experience and analyse site usage. You can control cookies through your browser settings.




5. INFORMATION OFFICER

If you have any questions, concerns or requests regarding this Privacy Policy or the processing of your personal information, please contact our Information Officer:

 **Evan Peter**
Managing Director (Information Officer)

 021 000 0000
 info@eandhtrading.co.za

 68 George Street, Strand,
Western Cape, South Africa

6. CHANGES TO THIS POLICY

We may update this Privacy Policy from time to time. The latest version will always be available on our website at www.eandhtrading.co.za/privacy-policy/.

