

PROMOTION OF ACCESS TO INFORMATION (PAIA) MANUAL

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25/05/2026

Promotion of Access to Information Act (PAIA) Manual

Prepared in terms of Section 51 of the Promotion of Access to Information Act, 2 of 2000

1. Contact Details

Liruzan Consulting (Sole Proprietor)

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Phone: +27 72 672 6875

Website: www.liruzan.co.za

2. Introduction

This manual has been prepared in accordance with the Promotion of Access to Information Act ("PAIA") to facilitate requests for access to information held by Liruzan Consulting.

3. Information Officer

Morné Steenkamp

4. Records Available

- The following records may be held by Liruzan Consulting (where applicable):
- Sole Proprietor records
- Financial records
- Client records
- Operational records
- Policies and procedures
- Agreements and contracts
- Website and IT records

5. Request Procedure

- Requests for access to records must be made in writing to the Information Officer.
- Requests should include:
- Full name and contact details
- Sufficient details of the requested records
- The requester's rights requiring protection
- Preferred method of access

6. Grounds for Refusal



Johannesburg, ZA



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Access may be refused in accordance with PAIA, including where:

- Confidential information is involved
- Legal privilege applies
- Personal information of third parties must be protected
- Commercially sensitive information is involved

7. Availability of the Manual

This manual is available:

- On request
- On the company website

