PROMOTION OF ACCESS TO INFORMATION (PAIA) MANUAL

Effective Date
09/09//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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   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**

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