

PAIA Manual

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

Private body	BRIDGE AFRICA (PTY) LTD
Registration number	2020/708982/07
Version	1.0
Effective date	Date of approval below
Website	https://bridge-africa.co.za

1 Purpose of this manual

This manual explains how to request access to records held by BRIDGE AFRICA (PTY) LTD. It also describes the main categories of records held by the company and the personal information processed in the ordinary course of its activities. The manual must be read with PAIA, POPIA and the regulations made under those Acts.

2 Company and contact details

Company name	BRIDGE AFRICA (PTY) LTD
Registration number	2020/708982/07
Principal place of business	57 Wetton Road, Kenilworth, Cape Town 7708, South Africa
Postal address	57 Wetton Road, Kenilworth, Cape Town 7708, South Africa
Information Officer	Birgit L. Thümecke
Deputy Information Officer	Götz Thümecke, subject to signed designation and registration
Email for PAIA requests	info@bridge-africa.co.za
Website	https://bridge-africa.co.za

3 Guide on how to use PAIA

The Information Regulator has published a guide to help people exercise their rights under PAIA and POPIA. The guide and the prescribed request forms are available from the Information Regulator at <https://info regulator.org.za> and through its electronic services portal at <https://eservices.info regulator.org.za>.

Information Regulator	South Africa
Telephone	010 023 5200
Toll free	0800 017 160
Email	enquiries@info regulator.org.za

Postal address

P.O. Box 31533, Braamfontein, Johannesburg 2017,
South Africa

4 Records available without a formal PAIA request

The following records are generally available through the BridgeAfrica website or may be provided on request without using the formal PAIA process, subject to confidentiality, copyright and other lawful restrictions:

- public website content and company contact information;
- the Privacy Notice, Terms of Use, Disclaimer, Cookie Notice and Legal and Company Information;
- this PAIA Manual;
- public company and service information; and
- other records that BridgeAfrica has chosen to make publicly available.

No category is automatically available merely because it appears in this section. Access remains subject to applicable law and any legitimate confidentiality or security restriction.

5 Records held by BridgeAfrica

BridgeAfrica may hold the following categories of records where they arise from its operations. Listing a category does not confirm that a particular record exists or that access will be granted.

Category	Examples
Corporate governance	Company registration records, constitutional documents, statutory registers, resolutions, ownership records, policies and governance records.
Finance and tax	Accounting records, invoices, banking records, tax records, budgets, financial statements and supporting documents.
Clients and opportunities	Enquiries, proposals, assessments, opportunity signals, project records, correspondence, contracts, due diligence material and delivery records.
Investors and partners	Investor access requests, partner records, relationship records, due diligence material, agreements and correspondence.
People and service providers	Director, contractor, consultant, supplier and service provider records, including agreements, qualifications, invoices and correspondence.
Technology and security	Website records, system records, access logs, security records, incident records, audit trails, software licences and provider agreements.
Legal and compliance	Contracts, legal advice, regulatory correspondence, PAIA and POPIA records, compliance assessments, policies, registers and training records.
Marketing and communications	Published materials, brand assets, website content, stakeholder communications and event or campaign records.

6 Applicable legislation

BridgeAfrica keeps records required by legislation applicable to its activities. This may include the following, as amended from time to time:

- Companies Act 71 of 2008;

- Income Tax Act 58 of 1962 and Tax Administration Act 28 of 2011;
- Value Added Tax Act 89 of 1991, where applicable;
- Basic Conditions of Employment Act 75 of 1997 and related employment legislation, where applicable;
- Broad Based Black Economic Empowerment Act 53 of 2003;
- Electronic Communications and Transactions Act 25 of 2002;
- Protection of Personal Information Act 4 of 2013; and
- Promotion of Access to Information Act 2 of 2000.

7 How to request access to a record

A requester must use the prescribed Form 2, Request for Access to Record, available from the Information Regulator website. The completed form and any supporting information must be sent to info@bridge-africa.co.za or delivered to the address in section 2.

1. Identify the requested record clearly enough for BridgeAfrica to locate it.
2. Provide proof of identity and, where acting for another person, proof of authority.
3. State the preferred form of access and relevant contact details.
4. Explain which right the record is required to exercise or protect and why the record is needed for that purpose.
5. Pay any prescribed request or access fee after receiving notice that a fee is payable.

BridgeAfrica will process the request within the periods prescribed by PAIA. It may ask for clarification or further proof where reasonably required.

8 Fees

Fees are determined by PAIA and its regulations. BridgeAfrica may require payment of the prescribed request fee before processing a request and may charge prescribed access, search, preparation, reproduction and delivery fees. A requester may qualify for an exemption under the regulations. BridgeAfrica will issue the prescribed notice before requiring payment.

9 Grounds for refusing access

BridgeAfrica may refuse access where PAIA requires or permits refusal. This includes protection of another person's privacy, confidential commercial information, safety, security, legal privilege, research information and records whose disclosure could cause unlawful harm. BridgeAfrica will consider whether any part of a record can be separated and disclosed.

10 Decision and remedies

BridgeAfrica will notify the requester of its decision and give reasons where access is refused. A private body has no internal appeal procedure under PAIA. A requester who is dissatisfied may lodge a complaint with the Information Regulator or apply to a competent court, subject to the requirements and time periods in PAIA.

11 Processing of personal information

11.1 Purposes

BridgeAfrica processes personal information where necessary to:

- respond to enquiries and assess investor access requests;
- develop, evaluate and execute opportunities and business relationships;
- manage clients, investors, partners, suppliers, contractors and directors;
- operate, secure and improve the website and business systems;
- meet contractual, financial, tax, governance and regulatory obligations; and
- protect BridgeAfrica and the rights of affected persons.

11.2 Categories of data subjects and information

Data subject	Personal information
Website users and enquirers	Identity and contact details, organisation, country or market, opportunity information, preferences, correspondence and limited technical records.

Investors and applicants	Identity, contact and professional details, investor type, geographic and sector focus, investment range, requests, due diligence and correspondence.
Clients, partners and opportunity owners	Identity, contact, professional, contractual, financial, project, due diligence and relationship information.
Directors, contractors and service providers	Identity, contact, professional, contractual, payment, tax and compliance information.
Other stakeholders	Identity, contact, professional, correspondence and relationship information relevant to BridgeAfrica activities.

11.3 Recipients and cross border processing

Personal information may be shared with authorised BridgeAfrica personnel and service providers that support hosting, communications, professional advice, compliance and business operations. Information may also be disclosed where required by law or with the data subject's authority. Website submissions, administrator account data, authentication data and database backups are stored and processed in Dublin, Ireland. Managed website and email services may process limited information outside South Africa where required to provide those services, subject to applicable legal safeguards.

11.4 Security measures

BridgeAfrica applies reasonable technical and organisational safeguards appropriate to the information and risks involved. These include restricted administrator access, authentication controls, session controls, audit records, secure managed infrastructure, limited notification content, retention controls and procedures for responding to security incidents.

12 Availability and review of this manual

This manual is available without charge at <https://bridge-africa.co.za> and at the principal place of business listed in section 2. A copy may also be requested from info@bridge-africa.co.za. BridgeAfrica will review and update the manual when its activities, records or legal obligations materially change.

13 Approval

Approved for BRIDGE AFRICA (PTY) LTD by the Information Officer.

Name	Birgit L. Thümecke
Capacity	Information Officer
Signature	Approved
Date	<u>21.09.2026</u>