

PAIA COMPLIANCE MANUAL

Elinabo Edge (Pty) Ltd

Company Details

- **Registration No:** 2024 / 616216 / 07
- **Company Name:** Elinabo Edge (Pty) Ltd
- **Website:** www.elinaboedge.com
- **Email:** elinaboedge.net@gmail.com

Introduction

This manual is prepared in accordance with Section 51 of the Promotion of Access to Information Act (PAIA), Act 2 of 2000. Elinabo Edge (Pty) Ltd is a private independent holding company that invests in small businesses and enterprises. It does not offer services to clients and has no employees. This manual outlines the types of records held and the procedures for lawful access to information.

Legislation Applicable

Elinabo Edge complies with:

- Promotion of Access to Information Act (PAIA), Act 2 of 2000
- Protection of Personal Information Act (POPIA), Act 4 of 2013
- Companies Act, 71 of 2008
- Financial Intelligence Centre Act (FICA), Act 38 of 2001
- Income Tax Act, 58 of 1962
- Electronic Communications and Transactions Act, 25 of 2002

Records Maintained

Elinabo Edge maintains the following records:

- Incorporation and governance documents

- Shareholder records and investment agreements
- Financial statements and tax filings
- Internal strategic documentation
- Compliance and regulatory submissions

Procedure for Access to Records

1. Complete Form C as per PAIA regulations
2. Submit the form to the Information Officer via email: elinaboehsman@gmail.com
3. Provide sufficient detail to identify the requested record
4. Attach proof of identity or authority
5. Pay any applicable fees
6. Allow up to 30 calendar days for processing

Grounds for Refusal of Access

Access may be refused if:

- Disclosure jeopardizes business strategy or stakeholder interests
- Records involve third-party confidentiality
- Information is legally restricted or privileged

Availability of the Manual

This manual is available:

- On the company website: www.elinaboedge.com
- By written request via email: elinaboedge.net@gmail.com