

HardLines

PAIA MANUAL

(Prepared in accordance with Section 51 of the Promotion of Access to Information Act, 2000)

1. Introduction

This manual has been prepared in terms of Section 51 of the Promotion of Access to Information Act, No. 2 of 2000 ("PAIA").

PAIA gives effect to the constitutional right of access to information held by private bodies, where that information is required for the exercise or protection of rights.

2. Contact Details

- **Company Name:** GPNR Trading (Pty) Ltd.
- **Registration Number:** 2017/481491/07
- **Physical Address:** 17 Portmarnock Drive, Silver Lakes Golf Estate, Pretoria, 0081
- **Postal Address:** P.O Box 459, Faerie Glen, 0043
- **Telephone:** +27 12 346 1444
- **Email:** info@hardlines.co.za
- **Website:** <https://hardlines.co.za>
- **Information Officer:** Stephen Claassen
- **Deputy Information Officer (if applicable):** Tom Naudé

3. Guide on How to Use PAIA

A guide on how to use PAIA is available from the South African Human Rights Commission (SAHRC) and the Information Regulator.

- **Information Regulator**
Website: <https://www.justice.gov.za/inforeg>
Email: complaints.IR@justice.gov.za

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4. Records Held by GPNR Trading (Pty) Ltd.

4.1 Records that are automatically available (Section 52(2))

GPNR Trading (Pty) Ltd. does **not voluntarily make any records automatically available to the public.**

4.2 Categories of records held (not necessarily available to the public)

- Company incorporation and governance records.
- Financial records.
- Employee records.
- Customer and supplier records.
- Policies, procedures, and agreements.

5. Records Available in Terms of Other Legislation

Depending on the company's activities, certain records are kept in accordance with legislation such as:

- Companies Act 71 of 2008
- Income Tax Act 58 of 1962
- Basic Conditions of Employment Act 75 of 1997
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Electronic Communications and Transactions Act 25 of 2002
- Protection of Personal Information Act 4 of 2013 (POPIA)

6. Requesting Access to a Record

6.1 How to request access

- A request for access to a record must be made in writing on **Form 2 of Annexure A to the PAIA Regulations** (or a form that substantially corresponds to it).
- The completed request must be addressed to the Information Officer at the contact details provided above.

HardLines

6.2 Fees

- A request fee and access fee may be charged in accordance with the Regulations.
- The requester will be notified if a fee is payable before the request is processed.

6.3 Grounds for refusal

Access to certain records may be refused on grounds set out in Chapter 4 of PAIA, including but not limited to:

- Protection of personal information of third parties.
- Protection of confidential commercial information.
- Protection of company records privileged from production in legal proceedings.

7. Availability of this Manual

This manual is available:

- On request from the Information Officer (free of charge in electronic form).
- On the website of the Information Regulator.

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