



**AFRIVEST**  
CAPITAL.

# Afrivest Capital (Pty) Ltd PAIA Manual

Prepared in accordance with Section 51 of The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("PAIA")

Effective Date: 01 February 2026

Next Review: 01 February 2027



# AFRIVEST CAPITAL.

## 1. Introduction

The Promotion of Access to Information Act, 2000 (PAIA) gives effect to the constitutional right of access to any information held by the State or by another person that is required for the exercise or protection of any rights. Where a request is made to a private body, that private body must release the information, unless the PAIA states that it may or must not be released.

Afrivest Capital (Pty) Ltd (hereinafter referred to as "Afrivest Capital," "we," "us," or "our") is a private body as defined in PAIA. This Manual is intended to assist persons who wish to exercise their right of access to information held by Afrivest Capital.

Afrivest Capital (Pty) Ltd is an authorised Financial Services Provider (FSP No. 55291) regulated by the Financial Sector Conduct Authority (FSCA) in terms of the Financial Advisory and Intermediary Services Act, 2002 ("FAIS Act").

## 2. Contact Details of Afrivest Capital (Pty) Ltd

Name of Private Body: Afrivest Capital (Pty) Ltd

Information Officer: Kagiso Chris Pila

Physical Address: 203 Orion Avenue, Waterkloof Ridge, 0181

Telephone Number: +27 81 497 0063

Email Address: [kagiso@afrivestcapital.online](mailto:kagiso@afrivestcapital.online)

Email Address] Website: [afrivestcapital.online](http://afrivestcapital.online)



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### 3. Guide on How to Use PAIA

The Information Regulator has compiled a guide in terms of Section 10 of PAIA, which contains information to assist a person wishing to exercise any right contemplated in PAIA. You may contact the Information Regulator for further assistance.

Contact Details of the Information Regulator:

Physical Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

Postal Address: P.O Box 31533, Braamfontein, Johannesburg, 2017

Telephone Number: +27 010 023 5200

Email Address: [enquiries@inforegulator.org.za](mailto:enquiries@inforegulator.org.za)

Website: <https://www.justice.gov.za/infoereg/>

### 4. Records Available in Accordance with Other Legislation

Information is available in terms of the following legislation, to the extent that it is applicable to Afrivest Capital:

- Companies Act, 71 of 2008
- Financial Advisory and Intermediary Services Act, 37 of 2002 (FAIS Act)
- Financial Intelligence Centre Act, 38 of 2001 (FICA)
- Income Tax Act, 58 of 1962
- Labour Relations Act, 66 of 1995
- Basic Conditions of Employment Act, 75 of 1997
- Employment Equity Act, 55 of 1998
- Skills Development Act, 97 of 1998
- Unemployment Insurance Act, 63 of 2001
- Value Added Tax Act, 89 of 1991
- Protection of Personal Information Act, 4 of 2013 (POPIA)



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## 5. Records Held by Afrivest Capital

Afrivest Capital holds various categories of records, which may include:

### 5.1. Company Records

- Memorandum of Incorporation
- Minutes of Board Meetings
- Shareholder Registers
- Company Policies and Procedures
- Statutory Records

### 5.2. Financial Records

- Annual Financial Statements
- Tax Returns
- Invoices and Payment Records
- Bank Statements
- Audit Reports

### 5.3. Client Records

- Client Mandates and Agreements
- Client Personal Information (as per Privacy Policy)
- Records of Advice and Intermediary Services Rendered
- Transaction Records
- Complaints Records

### 5.4. Human Resources Records

- Employee Records
  - Employment Contracts
  - Payroll Records
  - Performance Reviews
  - Training Records
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## 5.5. Information Technology Records

- System Documentation
- Security Policies
- Data Backup Records

## 5.6. Compliance Records

- FSP License and Authorisation Documents
- Compliance Reports
- Risk Management Plans
- Conflict of Interest Registers

## 6. Request Procedures

### 6.1. Form of Request

A request for access to information must be made on the prescribed form, which is available from the Information Regulator's website ([https://www.justice.gov.za/inforeg/docs/forms/Form\\_2\\_Request\\_for\\_Access\\_to\\_Record.pdf](https://www.justice.gov.za/inforeg/docs/forms/Form_2_Request_for_Access_to_Record.pdf)) or from our Information Officer.

The form must be completed in English and submitted to our Information Officer at the contact details provided in Section 2.

### 6.2. Fees

Fees for requesting and accessing information are prescribed by PAIA. A request fee may be payable, and an access fee may be charged for the reproduction of the record and for the time reasonably required to search for and prepare the record.

### 6.3. Decision on Request

Our Information Officer will decide whether to grant or refuse the request within 30 days of receipt of the request. The requester will be notified of the decision in writing. If the request is refused, reasons for the refusal will be provided, and the requester will be informed of their right to appeal the decision.

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## 7. Remedies Available When a Request is Refused

If a request for access to information is refused, the requester may:

- Apply to a court for appropriate relief.
- Lodge a complaint with the Information Regulator.

## 8. Availability of the Manual

This Manual is available:

- On our website: [afrivestcapital.online](http://afrivestcapital.online)
- At our physical address for inspection during normal business hours, free of charge.
- Upon request, from our Information Officer, for which a fee may be charged.

## 9. Updates to the Manual

This Manual will be updated periodically to reflect any changes in our information holdings or legal requirements.