

# Grasshopper

## Green Technologies

### **Promotion of Access to Information (PAIA) Manual**

#### **1. Introduction**

- 1.1 This manual is compiled in accordance with the Promotion of Access to Information Act, 2 of 2000 (PAIA) and provides details on how to request access to information held by Grasshopper Green Technologies.

#### **2. Information Officer**

- 1.2 The designated Information Officer is responsible for PAIA compliance and can be contacted at [info@grasshoppertech.co.za](mailto:info@grasshoppertech.co.za)

#### **1.3 Categories of Records Available**

- 1.4 Company records
- 1.5 Financial statements
- 1.6 Employee information (restricted)
- 1.7 Customer records (subject to POPIA compliance)

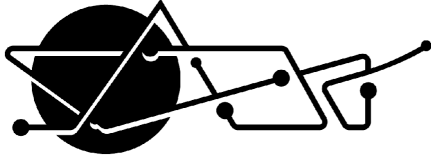
#### **3. Procedure for Access Requests**

- 1.8 Requests for access to records must be made in writing and submitted to the Information Officer. Fees may apply as per PAIA regulations.

#### **4. Grounds for Refusal**

- 1.9 Access may be refused where records contain:
- 1.10 Third-party confidential information
- 1.11 Trade secrets or privileged legal communications
- 1.12 Information that may endanger life or security

#### **5. Updates to This Manual**



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This PAIA Manual will be reviewed periodically to ensure compliance with regulatory changes.