



PROMOTION OF ACCESS TO INFORMATION ACT MANUAL

REGISTRATION 2003/018787/07

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1. INTRODUCTION

- 1.1. Bayswater Capital (Pty) Ltd is an authorised financial services provider in terms of the Financial Advisory & Intermediary Service Act and regulated by the Financial Sector Conduct Authority (“FSCA”). The FSP number is 19149.
- 1.2. Bayswater Capital is a well-established investment house trusted by high-net-worth and family office clients for our customised investment and derivative solutions. As your dedicated investment partner, we will work closely with you to develop bespoke solutions and innovative investment alternatives that preserve your wealth and guide you to lasting financial wellbeing.
Bayswater Capital specialises in structuring equity derivatives for high-net-worth individuals, corporate clients and BEE structure participants within the South African listed environment.
For high-net-worth individuals with large exposures to a single listed counter or a portfolio of listed equities, we offer professionally crafted solutions that enable clients to manage risk and amplify future return profiles.
We keep up with the latest trends and technology to create cutting-edge portfolio solutions designed around your unique investment needs, both onshore and offshore. We focus on understanding your specific circumstances both from a risk and return perspective. With particular attention to costs, transparency and client communication, we focus on creating long term, sustainable relationship with our investors.

2. COMPANY CONTACT DETAILS (Section 51(1)(a))

- 2.1. Information Officer: Wayne Kaplan
- 2.2. Postal Address: P.O. Box 72072
Parkview
2122
- 2.3. Street Address: 89 Helling Road, Commerce Square, Unit 4,
Sandhurst, 2194
- 2.4. Telephone Number: 011 268 1282
- 2.5. Email: waynek@bayswatercapital.co.za
- 2.6. Website: www.bayswatercapital.co.za

3. ACCESS TO RECORDS (Section 51(1)(b))

- 3.1. The Promotion of Access to Information Act (“PAIA”), grants a requester access to certain records of a private body if the said records are required to exercise or protect any rights of the requester. Should a public body lodge such a request, it must be acting in the public interest.
- 3.2. Any request for information in terms of PAIA, must be made in accordance with the prescribed form and manner, at the rates provided. The prescribed form and manner and the tariff are dealt with in section 6 and 7.
- 3.3. The South African Human Rights Commission (SAHRC) has compiled and published a useful guide in terms of section 10 of PAIA, containing valuable information for the purposes of exercising any right in terms of PAIA.
- 3.4. The guide is made available in all official languages on the website of the SAHRC at the following URL:
<https://www.sahrc.org.za/home/21/files/Section%2010%20guide%202014.pdf>
- 3.5. The contact details of the SAHRC are as follows:
Postal Address: : Private Bag 2700, Houghton, 2041
Telephone Number : 011 877 3600
Fax Number : 011 403 0625
Website : www.sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION (Section 51(1)(c))

- 4.1. No notice has been published in terms of this section. Selected information relating to Bayswater Capital (Pty) Ltd and its services is freely available on the Bayswater website – www.bayswatercapital.co.za

5. SCHEDULE OF RECORDS (Section 51 (1)(d))

- 5.1. Certain records that are available without having to submit a request in terms of PAIA, such as marketing material, are freely available on the Bayswater Capital (Pty) Ltd website – www.bayswatercapital.co.za.
- 5.2. Records that must be requested in terms of PAIA:
 - 5.2.1. Memorandum of Incorporation
 - 5.2.2. Records relating to the appointment of directors/ auditor/secretary/public officer and other officers
 - 5.2.3. Share Register and other statutory registers
 - 5.2.4. Annual Financial Statements
 - 5.2.5. Tax Returns
 - 5.2.6. Accounting Records

- 5.2.7. Banking Records
- 5.2.8. Rental Agreements
- 5.2.9. Invoices
- 5.2.10. PAYE Records
- 5.2.11. Documents issued to employees for income tax purposes
- 5.2.12. Records of payments made to SARS on behalf of employees
- 5.2.13. Skills Development Levies
- 5.2.14. UIF
- 5.2.15. Employment contracts
- 5.2.16. Disciplinary records
- 5.2.17. Salary records
- 5.2.18. Leave records

6. FORM OF A REQUEST FOR INFORMATION (Section 51(1)(e))

- 6.1. A requester must use the prescribed form “Form C” (available for download on the Department of Justice and Constitutional Development “DOJ” website) to request access to the information as per 5.2. above.
- 6.2. Form C can be downloaded from the following URL:
http://www.justice.gov.za/forms/form_paia.htm
- 6.3. The request must be addressed to the responsible person as indicated in section 2.
- 6.4. The requester must provide sufficient detail on Form C to enable the contact person of the company to establish who is requesting the said information as well as what information is being requested and in what format.
- 6.5. The requester must provide sufficient detail in respect of his/her contact details and if the requester wishes to be informed of the decision of the company in any manner (in addition to written) the manner and particulars thereof.
- 6.6. Lastly, the right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.
- 6.7. After the company has decided on the request, the requester must be notified in the required form.
- 6.8. If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hour to search and prepare the record for disclosure.

7. PRESCRIBED FEES (Section 51(1)(f))

- 7.1. A requester who seeks access to a record containing personal information about that requester is not required to pay a request fee.
- 7.2. Every other requester, who is not a personal requester, must pay the required request fee, as prescribed from time to time.
- 7.3. If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted). A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- 7.4. Records may be withheld until the fees have been paid.
- 7.5. The fees can be downloaded from the following URL:
<https://www.sahrc.org.za/home/21/files/PAIA%20Notice%20on%20fees.pdf>

8. AVAILABILITY OF THE MANUAL (Section 51(3))

- 8.1. This manual is available for inspection at the offices of the company free of charge upon prior arrangement with the said contact person of the company as per section 2.
- 8.2. A copy is also made available on the website of the company.

Name : Harris Wayne Kaplan

Signature : 

Designation : CEO

Date : January 2022 at Sandhurst