

PAIA MANUAL: E AND H TRADING PTY LTD
Trading as: Shop 4 It South Africa

1. Introduction

This manual is published in terms of Section 51 of the Promotion of Access to Information Act, No. 2 of 2000 (“PAIA”) and the Protection of Personal Information Act, No. 4 of 2013 (“POPIA”).

2. Contact Details

Head of Body: [Insert Director Name]

Information Officer: [Insert Name/Email]

Physical Address: [Insert Address], South Africa

Website: www.shop4it.co.za

3. Guide on how to use PAIA

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

4. Records Available in terms of Other Legislation

E and H Trading keeps records in accordance with the following

South African legislation:

Income Tax Act No. 58 of 1962

Value Added Tax Act No. 89 of 1991

Companies Act No. 71 of 2008

Consumer Protection Act No. 68 of 2008

5. Access to Records

To request access to a record held by Shop 4 It, the requester must use the prescribed form (Form 2) available on the Information Regulator's website. A request fee may be applicable.