

# Challenor Finance CC

## Promotion of Access to Information Policy

*As required in terms of Section 51 of PAIA Act 2 of 2000*

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## 1. Introduction

This Promotion of Access to Information Policy (the "Policy") outlines the commitment of Challenor Finance CC to promote transparency, accountability, and the free flow of information in accordance with the provisions of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("the Act"). The Act provides the framework for the access to information held by public and private bodies in South Africa.

## 2. Purpose

The purpose of this Policy is to:

Ensure compliance with the provisions of the Promotion of Access to Information Act, 2000.

Facilitate access to information held by Challenor Finance CC in a manner that is consistent with the Act.

Promote transparency and accountability within Challenor Finance CC.

Safeguard the rights of individuals to access information held by Challenor Finance CC.

## 3. Scope

This Policy applies to all employees, contractors, and agents of Challenor Finance CC who are involved in the management, processing, or dissemination of information.

## 4. Responsibilities

### 4.1. The Information Officer:

Challenor Finance CC appoints Seema Reddy as the Information Officer responsible for ensuring compliance with the provisions of the Act.

The Information Officer will oversee the implementation of this Policy, including the processing of requests for access to information.

### 4.2. Employees:

All employees are responsible for complying with this Policy and cooperating with the Information Officer in responding to requests for information.

## 5. Access to Information

### 5.1. Requests for Information:

Any person may request access to information held by Challenor Finance CC by submitting a written request to the Information Officer.

The request must contain sufficient detail to enable the Information Officer to identify the information requested and the requester.

### 5.2. Processing of Requests:

The Information Officer will process requests for information in accordance with the provisions of the Act.

Challenor Finance CC will respond to requests for information within the timeframes prescribed by the Act.

### 5.3. Fees:

Challenor Finance CC may charge a fee for access to information in accordance with the provisions of the Act.

## 6. Records Management

### 6.1. Record Keeping:

Challenor Finance CC will maintain accurate and up-to-date records of all requests for information received and responses provided.

### 6.2. Retention:

Challenor Finance CC will retain records of requests for information and responses provided in accordance with the provisions of the Act.

## 7. Review

This Policy will be reviewed annually by the Information Officer to ensure its effectiveness and compliance with the Act.

## 8. Compliance

Non-compliance with this Policy may result in disciplinary action, including termination of employment or contract.

## 9. Contact Information

For any inquiries regarding this Policy or requests for access to information, please contact:

**Seema Reddy**

**Information Officer**

**Challenor Finance CC**

**[031 303 2647]**

## 10. Amendment

This Policy may be amended from time to time by the Information Officer, subject to the requirements of the Act.

## 11. Effective Date

This Policy is effective from 1 June 2024.

Signature

A handwritten signature in black ink that reads "Reddy". The signature is written in a cursive style with a large, prominent 'R'.

**Signature**

**Information Officer**

**Challenor Finance CC**

**1 June 2024**