

PAIA Manual for Prestige Guild

2026



Prepared in terms of Section 51
of the Promotion of Access to Information Act 2 of 2000.

1. Introduction

This manual is designed to assist potential requesters in the procedure to be followed when requesting access to information/documents from Prestige Guild as a private body in South Africa.

2. Contact Details

Head of Body/Information Officer: Mr Joynt

Postal Address: 3C Hartbees Street, Hartbeesfontein, Klerksdorp, 2600, North West Province, South Africa

Physical Address: 3C Hartbees Street, Hartbeesfontein, Klerksdorp, 2600, North West Province, South Africa

Email: office@prestigeguild.net

Website: PrestigeGuild.net

3. Guide of the South African Human Rights Commission (SAHRC)

A guide on how to use the Act is available from the SAHRC or the Information Regulator. Please visit info regulator.org.za for more information.

4. Records Automatically Available

The following records are available without a person having to request access:

Website content and public product descriptions.

Marketing brochures and social media content.

Terms of Service and Privacy Policy.

5. Records Held by Prestige Guild

Access to these records may be requested (subject to Section 53 of the Act):

Financial Records: Annual statements, tax returns, and banking records.

Customer Records: Transaction history and personal information held under POPIA.

Operational Records: Digital product licenses and internal service agreements.

6. Procedure to Request Access

To request a record, the requester must:

1. Complete Form 2 (available on the Information Regulator's website).
2. Submit the form to the Information Officer at the email address provided above.
3. Pay the prescribed Request Fee (where applicable) before the request is processed.

7. Grounds for Refusal

We may refuse a request to protect the privacy of a third party, commercial trade secrets, or the intellectual property of our products and digital templates.