



Administrative Gecko: PAIA Manual Summary

1. Purpose

This summary is published in accordance with Section 51 of the Promotion of Access to Information Act (PAIA). It outlines the types of records held by **Administrative Gecko (Pty) Ltd** and the process for requesting access to them.

2. Our Information Officer

The head of Administrative Gecko (Pty) LTD is the designated Information Officer.

- **Contact Name:** Daniel Kruger
- **Email:** Legal@administrativegecko.co.za
- **Physical Address:** 81 Hesketh Drive, Moreleta Park, Pretoria, Gauteng, RSA, 0181

3. Categories of Records Held

We maintain records to **Align** and **Achieve** your business goals, categorized as follows:

- **Statutory Records:** Company registration and incorporation documents.
- **Operational Records:** Service Level Agreements (SLAs), MSaaS project roadmaps, and system feasibility reports.
- **Financial Records:** Tax records, invoices, and asset registers.
- **Client Records:** Information related to the managed systems we oversee (protected by POPIA).

4. How to Request Information

Access to information is not automatic.

To request a record:

1. Complete the **Form 2** (Request for Access to Record) as prescribed by the Information Regulator.
2. Submit the form to our Information Officer via email.
3. Pay the prescribed request fee (if applicable).

5. Grounds for Refusal

In line with PAIA, we may refuse a request to protect:

- The privacy of a third party (e.g., our clients' sensitive system data).
- Commercial interests and "trade secrets" of Administrative Gecko.
- Safety of individuals or the protection of property.