



PAIA MANUAL

Prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (as amended)

Vedant Capital (Pty) Ltd t/a Vedant

Registration No. 2025/915439/07
Bedfordview, Johannesburg

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1. List of Acronyms and Abbreviations

- "CEO" — Chief Executive Officer
- "DIO" — Deputy Information Officer
- "IO" — Information Officer
- "Minister" — Minister of Justice and Correctional Services
- "PAIA" — Promotion of Access to Information Act No. 2 of 2000 (as amended)
- "POPIA" — Protection of Personal Information Act No. 4 of 2013
- "Regulator" — The Information Regulator (South Africa)
- "Republic" — Republic of South Africa
- "Vedant" — Vedant Capital (Pty) Ltd, trading as Vedant

2. Purpose of this PAIA Manual

This PAIA Manual is made available so that members of the public can:

- check the categories of records held by Vedant which are available without a person having to submit a formal PAIA request;
- understand how to make a request for access to a record held by Vedant, including a description of the subjects on which Vedant holds records and the categories of records held on each subject;
- know the description of records held by Vedant which are available in accordance with other legislation;
- access the relevant contact details of Vedant's Information Officer and Deputy Information Officer;
- know how to obtain the Regulator's Guide on how to use PAIA;
- understand the purpose for which Vedant processes personal information, and the categories of data subjects and information concerned;
- know the recipients or categories of recipients to whom personal information may be supplied;
- know whether Vedant transfers or processes personal information outside the Republic of South Africa, and to whom; and
- know the security measures Vedant has in place to protect personal information.

3. Key Contact Details for Access to Information of Vedant

3.1 Information Officer

Name: Shivan Mansingh

Title: Chief Executive Officer, Vedant Capital (Pty) Ltd

Email: hello@vedant.co.za

Tel: 060 864 6894

Note: No Deputy Information Officer is currently designated. Shivan Mansingh remains the sole registered Information Officer for Vedant.

3.2 General Access to Information Contact

Email: hello@vedant.co.za

3.3 Head Office

Location: Bedfordview, Johannesburg

Telephone: 060 864 6894

Email: hello@vedant.co.za

Website: www.vedant.co.za

4. Guide on How to Use PAIA

The Regulator has, in terms of section 10(1) of PAIA, made available a Guide on how to use PAIA ("the Guide"), describing the objects of PAIA and POPIA, the manner and form of making a request for access to a record, the assistance available from the Information Officer and the Regulator, and the remedies available in law regarding an act or failure to act.

The Guide is available in each of the official languages and in braille, and can be obtained:

- upon request to Vedant's Information Officer; or
- from the Regulator's website: <https://www.justice.gov.za/inforeg/>

5. Categories of Records Available Without a Formal Request

Category of Records	Type of Record	Available on Website	Available on Request
Company information	Company registration details, VAT number	Yes	Yes
Service information	Pricing tiers, service descriptions	Yes	Yes
Legal & compliance	Privacy Policy, this PAIA Manual	Yes	Yes
Engagement documents	Standard engagement/terms of service templates	No	Yes

6. Records Available in Accordance with Other Legislation

Category of Records	Applicable Legislation
Memorandum of Incorporation	Companies Act 71 of 2008
Annual Financial Statements / Financial Accountability Supplement	Companies Act 71 of 2008
Tax records and returns filed on behalf of clients	Tax Administration Act 28 of 2011
Payroll and employee records	Basic Conditions of Employment Act 75 of 1997 / Income Tax Act 58 of 1962
This PAIA Manual	Promotion of Access to Information Act 2 of 2000

7. Subjects on Which Vedant Holds Records

Subject	Categories of Records
Client accounting & bookkeeping	Bank transaction records, invoices, receipts, reconciliations, general ledger

Client tax compliance	VAT201, EMP201, ITR14, provisional tax records, SARS correspondence
Client payroll	Payslips, UIF/PAYE records, employee banking details
Client engagement & billing	Engagement letters, proposals, invoices
Company records	CIPC registration, beneficial ownership, statutory registers
Human resources	Employee contracts, ID/qualification records, contact details

8. Processing of Personal Information

8.1 Purpose of Processing

Vedant processes personal information in order to:

- provide bookkeeping, accounting, payroll, and tax compliance services;
- issue invoices and collect payments;
- file statutory returns with SARS, CIPC, and other regulatory bodies on behalf of clients;
- communicate with clients regarding their accounts and services;
- comply with legal and regulatory obligations; and
- where consented to, market Vedant's services.

8.2 Categories of Data Subjects and Personal Information Processed

Category of Data Subject	Personal Information Processed
Clients / client representatives	Name, ID/passport number, contact details, banking details, tax reference numbers, financial and payroll records
Service providers	Name, registration number, VAT number, address, banking details
Employees	Name, ID number, address, qualifications, banking details, payroll information
Website visitors	IP address, browser type, pages visited, cookie data

8.3 Recipients or Categories of Recipients

Category of Personal Information	Recipient / Category of Recipients
Tax and statutory information	SARS, CIPC, and other South African regulatory bodies
Accounting and payroll data	Cloud accounting, payroll, and document-capture platforms used to deliver services
Banking information	Banking service providers, for the purpose of processing payments

8.4 Planned Transborder Flows of Personal Information

Vedant makes use of cloud-based accounting, payroll, and document-processing platforms, some of which may store or process personal information on servers located outside the Republic of South Africa. Where this applies, Vedant takes reasonable steps to ensure such transfers comply with Chapter 9 of POPIA, including confirming that recipient jurisdictions maintain adequate data protection standards or that appropriate contractual safeguards are in place.

8.5 Information Security Measures

Vedant has implemented reasonable technical and organisational measures to protect personal information, including:

- encrypted cloud accounting and storage platforms;
- secure, role-based access controls limiting access to client data to authorised team members only;
- use of reputable, established third-party processors with their own security safeguards; and
- regular review of internal security practices.

9. Availability of This Manual

A copy of this Manual is available:

- on Vedant's website: www.vedant.co.za;
- at Vedant's head office, for public inspection during normal business hours;
- to any person upon request and upon payment of the prescribed fee (if any), as set out in the Regulations to PAIA; and
- to the Information Regulator, upon request.

10. Updating of This Manual

Vedant's Information Officer will review and update this Manual on a regular basis, and whenever there is a material change to the categories of records held, the purposes of processing, the recipients of personal information, or Vedant's security measures.

Issued by:

Shivan Mansingh

Chief Executive Officer, Vedant Capital (Pty) Ltd t/a Vedant