

Launchpoint Consulting

PAIA MANUAL

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

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TABLE OF CONTENTS

1. List of Acronyms and Abbreviations
2. Purpose of this PAIA Manual
3. Key Contact Details for Access to Information
4. Guide on How to Use PAIA and How to Obtain Access to the Guide
5. Categories of Records Available Without a Formal PAIA Request
6. Records Available in Accordance with Other Legislation
7. Subjects and Categories of Records Held by Launchpoint
8. Processing of Personal Information
9. Availability of the Manual
10. Updating of the Manual
11. Issued By

1. LIST OF ACRONYMS AND ABBREVIATIONS

- 1.1 “DIO” means Deputy Information Officer.
- 1.2 “IO” means Information Officer.
- 1.3 “PAIA” means the Promotion of Access to Information Act, 2 of 2000, as amended.
- 1.4 “POPIA” means the Protection of Personal Information Act, 4 of 2013.
- 1.5 “Regulator” means the Information Regulator of South Africa.
- 1.6 “Republic” means the Republic of South Africa.
- 1.7 “Launchpoint” means Launchpoint Consulting (Pty) Ltd, registration number 2024/690930/07.

2. PURPOSE OF THIS PAIA MANUAL

This PAIA Manual is intended to assist members of the public to:

- 2.1 identify the categories of records held by Launchpoint which are available without a person having to submit a formal PAIA request;
- 2.2 understand how to make a request for access to records held by Launchpoint;
- 2.3 understand the subjects on which Launchpoint holds records and the categories of records held under each subject;
- 2.4 identify records that may be available in accordance with other applicable legislation;
- 2.5 access the relevant contact details of Launchpoint’s Information Officer;
- 2.6 understand how to obtain access to the Guide on how to use PAIA;
- 2.7 understand whether Launchpoint processes personal information, the purposes for which personal information is processed, and the categories of data subjects and personal information processed;
- 2.8 understand the categories of recipients to whom personal information may be supplied;
- 2.9 understand whether personal information may be transferred or processed outside the Republic; and
- 2.10 understand the general security measures implemented by Launchpoint to protect personal information.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION

3.1 Information Officer / Head of Private Body

Detail	Information
Name	Mark van Houten
Designation	Director / Information Officer
Email	mark@launch-point.co.za
Telephone	0116622513
Fax	Not applicable

3.2 Deputy Information Officer

No Deputy Information Officer has been designated as at the date of this Manual.

3.3 Access to Information General Contact

Requests for access to information may be submitted to:

Email: mark@launch-point.co.za

3.4 Registered Office / Head Office

Detail	Information
Registered name	Launchpoint Consulting (Pty) Ltd
Registration number	2024/690930/07
VAT number	4300321249
Website	www.launch-point.co.za
Physical address	KCE Building Plot 64 Beyers Naude Drive Ext Elandsdrift Gauteng 1747
Postal address	KCE Building Plot 64 Beyers Naude Drive Ext Elandsdrift Gauteng 1747

4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

4.1 The Regulator has, in terms of section 10(1) of PAIA, updated and made available a Guide on how to use PAIA.

4.2 The Guide is intended to assist persons who wish to exercise any right contemplated in PAIA and POPIA.

4.3 The Guide contains information on, among other things:

4.3.1 the objects of PAIA and POPIA;

4.3.2 the contact details of Information Officers and Deputy Information Officers;

4.3.3 the manner and form of a request for access to a record of a public or private body;

4.3.4 the assistance available from Information Officers;

4.3.5 the assistance available from the Regulator;

4.3.6 remedies available in law where a request for access to information is refused or not properly dealt with;

4.3.7 the requirements for public and private bodies to compile PAIA manuals;

4.3.8 voluntary disclosure of categories of records;

4.3.9 fees payable in relation to access requests; and

4.3.10 regulations made in terms of PAIA.

4.4 The Guide may be obtained from the Information Regulator's website.

4.5 A copy of the Guide may also be requested from Launchpoint's Information Officer.

4.6 The Guide is available in each official language and in braille through the Regulator.

4.7 A PAIA request to Launchpoint must be submitted using the prescribed Form 2: Request for Access to Record, directed to the Information Officer. Proof of identity must be attached by the requester, and where a request is made on behalf of another person, proof of authority must also be attached.

5. CATEGORIES OF RECORDS AVAILABLE WITHOUT A FORMAL PAIA REQUEST

The following records may be available without a person having to submit a formal PAIA request, subject to availability, confidentiality, legal restrictions and Launchpoint's discretion.

Category of records	Types of records	Available on website	Available upon request
Website information	Website content, general company information, services and sector descriptions	Yes	Yes
Compliance documents	PAIA Manual, Privacy Notice / POPIA Notice, Website Terms of Use	Yes	Yes
Public company information	Registered name, registration number, VAT number, registered office details	Yes	Yes
Marketing and corporate profile information	General brochures, public profiles, service descriptions, sector information	May be available	Yes

Contact information	Website contact channels and Information Officer details	Yes	Yes
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6. RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Launchpoint may hold records in accordance with the following legislation, to the extent applicable to its business operations.

Category of records	Applicable legislation
Company registration documents, Memorandum of Incorporation, securities register, share records, directors' records, resolutions and statutory company records	Companies Act, 71 of 2008
Accounting records, annual financial statements, tax records, VAT records, invoices and related financial records	Companies Act, 71 of 2008; Income Tax Act, 58 of 1962; Value-Added Tax Act, 89 of 1991; Tax Administration Act, 28 of 2011
PAIA Manual, PAIA request forms, PAIA request records and access-to-information correspondence	Promotion of Access to Information Act, 2 of 2000
Privacy notices, data subject requests, records relating to processing of personal information and related POPIA compliance records	Protection of Personal Information Act, 4 of 2013
Employment, payroll, personnel, UIF, PAYE and related HR records, where applicable	Basic Conditions of Employment Act, 75 of 1997; Labour Relations Act, 66 of 1995; Employment Equity Act, 55 of 1998; Unemployment Insurance Act, 63 of 2001; Skills Development Levies Act, 9 of 1999; Compensation for Occupational Injuries and Diseases Act, 130 of 1993
Contracts, mandates, engagement letters, transaction documents and commercial correspondence	Applicable common law, Companies Act, 71 of 2008 and relevant contractual obligations
Website, electronic communications and electronic transaction records, where applicable	Electronic Communications and Transactions Act, 25 of 2002
Consumer or client communications, where applicable	Consumer Protection Act, 68 of 2008
Regulatory, statutory and administrative filings	Applicable legislation and regulatory requirements

7. SUBJECTS AND CATEGORIES OF RECORDS HELD BY LAUNCHPOINT

Launchpoint may hold records relating to the following subjects.

Subject	Categories of records
Corporate and statutory records	Company registration documents, Memorandum of Incorporation, share records, shareholder records, director records, resolutions, CIPC records, annual returns and statutory registers
Governance and management	Internal policies, governance documents, management correspondence, strategic planning records and business administration records
Finance, tax and accounting	Accounting records, invoices, statements, tax records, VAT records, bank-related records, management accounts, financial statements and audit or accounting correspondence
Clients, potential clients and business contacts	Contact details, correspondence, enquiries, meeting notes, mandates, proposals, engagement letters, opportunity submissions and business relationship records
Advisory, transaction and project records	Opportunity assessments, project documents, transaction records, due diligence records, capital raising materials, investment structuring records, commercial analysis, project development documents and related correspondence
Investors, funders, partners and counterparties	Contact details, correspondence, transaction participation records, project information, funding discussions, proposal records and relationship management records
Contracts and legal records	Agreements, mandates, NDAs, service provider agreements, correspondence with advisers, legal notices, legal opinions and dispute-related records
Human resources, where applicable	Employee, consultant and contractor records, employment agreements, payroll information, leave records, disciplinary records, policies, qualifications, identity details and statutory HR records
Service providers and suppliers	Supplier details, contracts, invoices, VAT information, bank details, service records, correspondence and procurement-related records
Website, IT and communications	Website records, hosting records, analytics records, email correspondence, system logs, cookie-related records and IT administration records
POPIA and PAIA compliance	Privacy notices, PAIA Manual, PAIA requests, POPIA requests, data subject requests, information security records, breach or incident records and Information Officer correspondence
Marketing and business development	Website content, corporate profiles, newsletters, communications, marketing lists, campaign records and public-facing materials

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

Launchpoint may process personal information for the following purposes:

- 8.1.1 operating, maintaining and improving its website;
- 8.1.2 responding to enquiries, requests and communications;

- 8.1.3 assessing potential opportunities, projects, partnerships, investments or transactions;
- 8.1.4 providing strategic advisory, investment structuring, capital raising, project development and related services;
- 8.1.5 conducting business development and relationship management;
- 8.1.6 communicating with clients, potential clients, investors, funders, developers, partners, advisers and service providers;
- 8.1.7 managing meetings, proposals, mandates, engagements and business records;
- 8.1.8 performing due diligence, project screening, opportunity assessment and commercial evaluation;
- 8.1.9 preparing, negotiating and managing agreements or engagements;
- 8.1.10 complying with legal, tax, accounting, regulatory, statutory and administrative obligations;
- 8.1.11 protecting Launchpoint's rights, property, systems, business interests and reputation;
- 8.1.12 detecting, preventing and responding to fraud, unlawful activity, cyber threats or security incidents;
- 8.1.13 maintaining internal records and business administration; and
- 8.1.14 sending business updates, communications or marketing messages where permitted by law.

8.2 Categories of Data Subjects and Personal Information Processed

Categories of data subjects	Personal information that may be processed
Clients and potential clients	Names, surnames, contact details, company details, job titles, correspondence, instructions, proposals, project information, commercial records, billing information and related business information
Investors, funders, partners and counterparties	Names, contact details, company details, job titles, correspondence, transaction records, project records, due diligence information and business relationship records
Directors, shareholders and officers	Names, identity or registration details, contact details, appointment records, statutory records, shareholding information and governance records
Employees, consultants and contractors, where applicable	Names, identity numbers, contact details, addresses, employment or engagement records, qualifications, payroll information, tax information, bank details, performance records and HR records
Service providers and suppliers	Names, contact details, company registration details, VAT numbers, banking details, contracts, invoices, service records and correspondence
Professional advisers	Names, contact details, company details, professional details, correspondence, advice records and engagement records
Website users	IP addresses, browser information, device information, referral information, pages visited, cookie information and website usage data
Representatives of regulators, public bodies and authorities	Names, contact details, official correspondence, filings, requests and regulatory records
General business contacts	Names, email addresses, telephone numbers, company details, job titles, correspondence and meeting records

8.3 Recipients or Categories of Recipients to Whom Personal Information May Be Supplied

Category of personal information	Recipients or categories of recipients
Contact details, company details, correspondence and project information	Directors, authorised personnel, consultants, advisers, investors, funders, developers, partners, counterparties and transaction participants, where relevant
Financial, billing, accounting and tax information	Accountants, auditors, tax advisers, banks, SARS, payment service providers and authorised financial administration service providers
Corporate and statutory information	CIPC, SARS, auditors, accountants, legal advisers, shareholders, directors and authorised representatives
Legal, contractual and dispute-related records	Legal advisers, courts, regulators, counterparties, insurers and authorised representatives
Employee, consultant or contractor information, where applicable	Payroll service providers, SARS, UIF, COIDA-related bodies, auditors, accountants, labour advisers, insurers and authorised HR or administration service providers
Website, IT and communications data	Website hosting providers, IT service providers, cloud service providers, email service providers, analytics service providers and security service providers
PAIA and POPIA request information	Information Officer, authorised personnel, legal advisers and the Information Regulator, where applicable
Information required by law	Courts, regulators, law enforcement authorities, public bodies and other competent authorities, where required or permitted by law

Launchpoint will not sell personal information to third parties.

8.4 Planned Transborder Flows of Personal Information

Launchpoint may process or store personal information outside the Republic where it uses cloud-based platforms, email systems, hosting providers, document storage systems, business software or other technology service providers whose infrastructure may be located outside South Africa.

Launchpoint may also share personal information with foreign investors, funders, partners, advisers, counterparties or transaction participants where this is relevant to a project, transaction, opportunity or engagement.

The categories of personal information that may be transferred or processed outside the Republic include contact information, company information, correspondence, business records, project records, transaction information, due diligence information and related administrative records.

Where personal information is transferred outside South Africa, Launchpoint will take reasonably practicable steps to ensure that the transfer is lawful and that appropriate safeguards are applied.

8.5 General Description of Information Security Measures

Launchpoint takes reasonable technical and organisational measures to protect personal information against loss, damage, unauthorised access, unlawful processing, disclosure, alteration or destruction.

These measures may include:

- 8.5.1 password protection and access controls;
- 8.5.2 secure storage of physical and electronic records;
- 8.5.3 restricted access to records on a need-to-know basis;
- 8.5.4 confidentiality obligations imposed on employees, consultants and service providers, where applicable;
- 8.5.5 use of reputable IT, hosting, email and cloud service providers;
- 8.5.6 anti-virus, anti-malware and endpoint security measures, where applicable;
- 8.5.7 secure backup and recovery measures, where applicable;
- 8.5.8 monitoring and management of IT systems, where applicable;
- 8.5.9 secure disposal, deletion or archiving of records when no longer required; and
- 8.5.10 internal awareness of POPIA, PAIA and confidentiality obligations.

9. AVAILABILITY OF THE MANUAL

9.1 A copy of this Manual is available:

- 9.1.1 on Launchpoint's website at www.launch-point.co.za;
- 9.1.2 at Launchpoint's registered office / head office for public inspection during normal business hours;
- 9.1.3 to any person upon request to the Information Officer and upon payment of a reasonable prescribed fee, where applicable; and
- 9.1.4 to the Information Regulator upon request.

9.2 Public and private bodies are required to have their PAIA manuals publicly available, and a person should be able to obtain the manual from the body's website, which should include direct contact details for submitting an access request.

9.3 A fee for a copy of the Manual, as contemplated in the applicable PAIA regulations, may be payable per A4-size photocopy made, where applicable.

10. UPDATING OF THE MANUAL

The Information Officer of Launchpoint will update this Manual on a regular basis, or when there are material changes to Launchpoint's business, records, contact details, processing activities or applicable legal requirements.

11. ISSUED BY

Signed at Johannesburg on this 07 day of July 2026.



Mark van Houten

Director / Information Officer

Launchpoint Consulting (Pty) Ltd

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