



HARVESTIME (PTY) LTD

Reg No.: 2023/214018/07

Vat No.: 4740317211

Physical Address: 11 Hasset Road, Nuffield, Springs, Ekurhuleni, Gauteng, 1559

Access to Information

Your rights under the Promotion of Access to Information Act 2 of 2000 (PAIA)

Harvestime Proprietary Limited | Reg No.: 2023/214018/07 | Effective: 18 August 2026

Your Right to Access Information

The Promotion of Access to Information Act 2 of 2000 ("PAIA") gives you the right to request access to records held by Harvestime Proprietary Limited ("Harvestime") if those records are required for the exercise or protection of your rights. This page explains how to make such a request and what to expect.

Our Information Officer

Information Officer	Nicole Goncalves — Legal & HR Executive
Email	nicole@harvestime.co.za
Telephone	(+27) 011 365 3000
Physical Address	11 Hasset Road, Nuffield, Springs, Ekurhuleni, Gauteng, 1559

All PAIA requests must be submitted to our Information Officer at the details above. Our full PAIA Manual (compiled in terms of s 51 of PAIA) is available on request or for inspection at our physical address.

What Information Can You Request?

You may request access to records held by Harvestime that are required for the exercise or protection of your rights. Examples of records we hold include:

- Corporate and legal documents
- Financial and tax records
- Employment and HR records (to the extent you have a right to access them)
- Environmental permits and compliance records
- Food safety and quality records
- IT and data processing records (subject to POPIA)

Some records are already publicly available on this website (such as our Privacy Policy, Terms and Conditions, Purchase Order Terms, and this PAIA Summary) and do not require a formal request.

How to Make a Request

To request access to a record:

1. Complete Form C (available from the South African Human Rights Commission at www.sahrc.org.za or from our Information Officer) or submit a written request including all required information.
2. Submit your request to our Information Officer by email or in writing.
3. Provide: your full name and contact details; a clear description of the record you are requesting; the form in which you would like access (copy, inspection, etc.); and evidence of the right you are seeking to exercise or protect.
4. Pay the prescribed request fee of R50.00 (unless you qualify for a waiver on grounds of indigency).

We will respond to your request within 30 days of receipt (or within 30 days of payment of the request fee, if applicable).

Fees

Request fee	R50.00 (payable on submission)
Photocopies (A4)	R1.10 per page
Printed copies (A4)	R0.75 per page
Electronic media (flash drive)	R7.50
Postage	Actual cost

When Access May Be Refused

Harvestime may refuse access to certain records where, for example:

- The record contains another person's personal information and disclosure would constitute an unreasonable invasion of their privacy (s63 of PAIA).
- The record contains confidential commercial information whose disclosure would cause harm to Harvestime or a third party (s64 of PAIA).
- The record is protected by legal professional privilege (s67 of PAIA).
- Access would endanger the safety of a person (s66 of PAIA).

If your request is refused, we will give you written reasons. You may then apply to a court of competent jurisdiction for relief under s 78 of PAIA.

Further Information

For more information about your rights under PAIA, or for guidance on using the Act, contact:

SA Human Rights Commission — PAIA Unit	www.sahrc.org.za PAIA@sahrc.org.za (011) 877 3600
Full PAIA Manual	Available on request from our Information Officer