

**Manual**  
**in terms of section 51 of the**  
**Promotion of Access to Information Act 2 of 2000 (PAIA)**  
**read with the**  
**Protection of Personal Information Act 4 of 2013 (POPI)**  
**for**  
**Ovex Proprietary Limited**

**1 INTRODUCTION TO THE COMPANY AND TYPE OF BUSINESS**

Ovex Proprietary Limited is a crypto asset service provider. Its services include cryptocurrency exchange (proprietary over-the-counter) and incidental cryptocurrency custodial services.

Ovex Proprietary Limited is a private company with registration number 2018/218598/07, hereafter referred to as “the company”.

The company website address is [www.ovex.com](http://www.ovex.com)/ [www.ovex.io](http://www.ovex.io)

**2 CONTACT DETAILS**

The director of the company is:  
Jonathan Brian Ovidia

The head of the company is the Chief Executive Officer:  
Jonathan Brian Ovidia

The postal address of the head of the company is:  
Unit 501 The Point, 76 Regent Road, Sea Point, Cape Town, 8005

The street address of the head of the company is:  
Unit 501 The Point, 76 Regent Road, Sea Point, Cape Town, 8005

The telephone number of the head of the company is:  
021 213 6839

The email address of the head of the company is:  
[compliance@ovex.io](mailto:compliance@ovex.io)

### **3 PAIA SECTION 10 GUIDE**

A guide has been compiled in terms of section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right contemplated by PAIA. It is available in all of the official languages.

The guide is available for inspection at the office of the Human Rights Commission at Braampark Forum 3, 33 Hoofd Street, Braampark, Johannesburg and on its website at [www.sahrc.org.za](http://www.sahrc.org.za)

Responsibility for the guide will transfer to the Information Regulator under the Protection of Personal Information Act 4 of 2013 (POPI) in terms of section 114 of POPI after 30 June 2021.

### **4 APPLICABLE LEGISLATION**

The latest notice in terms of section 52(2): At this stage, no notice affecting the company has been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

### **5 DESCRIPTION OF RECORDS**

Records available in terms of other legislation are as follows:

- Income Tax Act 58 of 1962
- Value Added Tax Act 89 of 1991
- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act 75 of 1997
- Employment Equity Act 55 of 1998
- Skills Development Levies Act 9 of 1999

- Unemployment Insurance Act 63 of 2001

Category of record	Details of record	Availability
Public affairs	Product information	Freely available
Companies Act records	Documents of incorporation Share register Minutes of director meetings Records relating to the appointment of the directors, auditors, secretary, information officer and other officers	PAIA request (see below)
Financial records	Annual financial statements Tax returns Accounting records Banking records Asset register Rental agreements Invoices	PAIA request (see below)
Income tax records	PAYE records Documents issued to employees for income tax purposes Records of payments made to SARS on behalf of employees All other statutory compliance records: <ul style="list-style-type: none"> <li>o VAT</li> <li>o Skills Development Levies</li> <li>o UIF</li> </ul>	PAIA request (see below)

Personnel documents and records	Employment contracts Disciplinary records Salary records Leave records Training records Training manuals	PAIA request (see below)

## 6 POPI REQUIREMENTS

Insofar as POPI is concerned:

- (i) the purpose of the processing of personal information is to enable provision of the company's services to users and to comply with applicable financial services laws;
- (ii) the categories of data subjects are individuals and juristic persons;
- (iii) the recipients to whom the personal information may be supplied are regulators (financial intelligence, financial surveillance, central bank, tax authority), government bodies, law enforcement, company banking and payment partners;
- (iv) planned transborder flows of personal information: Google (GCP) sites - Europe-West/US;
- (v) information security measures ensuring the confidentiality, integrity and availability of the information being processed include:
  - restricted access to information systems through secure password and multifactor authentication;
  - contractual confidentiality staff obligations;
  - encrypted communications facilities;
  - multisite backup and recoveries;
  - offsite access with secure VPN implementation;
  - restricted physical access to principal place of business with biometric access.

## 7 FORM OF REQUEST

The requester must complete Form C of Annexure B to the Regulations regarding the

Promotion of Access to Information Act 2 of 2000 (published under Government Notice R187 in Government Gazette 23119 of 15 February 2002 as amended by Government Notice R1244 in Government Gazette 25411 of 22 September 2003) and submit this form together with a request fee, to the head of the company.

A request for access to a record of a private body must be made in the prescribed form to the head of the company and at the company's address or electronic mail address.

The form for a request for access must at least require the requester concerned –

- (a) to provide sufficient particulars to enable the head of the company to identify –
  - (i) the record or records requested; and
  - (ii) the requester;
- (b) to indicate which form of access is required;
- (c) to specify a postal address or fax number of the requester in the Republic;
- (d) to identify the right the requester is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right;
- (e) if, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be so informed; and
- (f) if the request is made on behalf of a person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the company.

## **8 PRESCRIBED FEES**

The following applies to requests (other than personal requests):

A requestor is required to pay the prescribed fees before a request will be processed in terms of the Regulations regarding the promotion of access to information published in Government Notice R187 of 2002 in Government Gazette 23119 of 15 February 2002.

Records may be withheld until the fees have been paid.

The fee structure is available on the website of the South African Human Rights Commission  
[www.sahrc.org.za](http://www.sahrc.org.za)