



PAIA MANUAL

Aleri Consulting (Sole Proprietor)

1. Introduction

Aleri Consulting is a sole proprietorship owned and operated by Petrus Hermanus Vermeulen, providing boutique consulting services in go-to-market strategy, data transformation, product commercialisation, business development and partner ecosystem enablement.

This manual is prepared in accordance with Section 51 of the Promotion of Access to Information Act (PAIA) to outline the records we hold, how information requests work, and how personal information is processed in compliance with POPIA.

2. Contact Details

Information Officer: Petrus Hermanus Vermeulen

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Address: Landsmeer Estate, Meerhof, Hartbeespoort, 0216

Website: www.aleri-consulting.com

Information Regulator (South Africa):

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

Postal Address: PO Box 31533, Braamfontein, Johannesburg, 2017

Email (PAIA): PAIAComplaints@inforegulator.org.za

Email (POPIA): POPIAComplaints@inforegulator.org.za

Website: www.inforegulator.org.za

3. Company Records

Aleri holds the following categories of records:

- Client records (proposals, contracts, project materials)
- Financial records (invoices, statements)
- Communications (emails and correspondence)
- Operational documents relating to consulting activities

4. Processing of Personal Information

Personal information is processed only for:

- Responding to enquiries
- Delivering consulting services
- Business administration
- Legal compliance

We apply reasonable security measures to protect personal information.

5. Request Procedures

Requests must be submitted using PAIA Form C with sufficient detail and proof of identity. A request fee may apply.

6. Grounds for Refusal

Access may be refused where disclosure would violate privacy, confidentiality, or legal obligations.

7. Availability of the Manual

Available electronically on request at no charge.

End of Manual.