



PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 OF 2000) PAIA POLICY

Company Name: LDE Diamond Traders cc T/A Grand Diamonds

Registration Number: 2010/048126/23

Assessment Date: 21/04/2026

Information Officer: Leandro Eckhardt

1. Introduction

This policy is prepared in accordance with section 51 of the Promotion of Access to Information Act, 2000 ("PAIA") and provides information on how to request access to records held by LDE Diamond Traders cc T/A Grand Diamonds.

2. Company Details

Company Name: LDE Diamond Traders cc T/A Grand Diamonds.

Website: www.granddiamonds.co.za

Type of Business: Jewellery design, manufacturing and retail (appointment-based)

3. Information Officer

The company has appointed an Information Officer in accordance with PAIA and POPIA

Information Officer

Leandro Eckhardt

Director

leandro@granddiamonds.co.za

4. Records Automatically Available

Certain information may be available without a formal request, including:

- Website content
- Marketing material
- Publicly available product information

OFFICE
+27 21 418 2880

FAX
+27 86 214 1956

EMAIL
ADMIN@GRANDDIAMONDS.CO.ZA

SITE
WWW.GRANDDIAMONDS.CO.ZA



ADDRESS HQ STUDIO
SHOP 6A – SOVEREIGN QUAY, SOMERSET ROAD,
GREENPOINT, CAPE TOWN, SOUTH AFRICA, 8051

GRAND DIAMONDS®
Diamond Dealers & Designer Goldsmiths

5. Records Available on Request

Access to records may be requested on the following basis:

- Client and customer records
- Transaction and invoice records
- Supplier and trade account records
- Employment records

However, the Company will not disclose any records where such disclosure is prohibited in terms of other obligations, including the Financial Intelligence Centre Act, 2001 (Act 38 of 2001).

Further access may be refused where:

- Disclosure is prohibited by law
- Information contains third-party confidential data
- Records are protected due to regulatory obligations

6. Request Procedures

Requests must be made in writing using the prescribed PAIA form (Appendix A) and submitted to the information office. A request fee may apply in accordance with regulations.

7. Grounds for Refusal

Access may be refused where disclosure would:

- Breach POPIA or the FIC Act
 - CTRs
 - STRs/SARs
 - Internal AML records
- Compromise commercial confidentiality
- Prejudice legal proceedings or compliance obligations

8. Availability of the Policy

- Company Website
- Upon request from the Information Officer

Contact Details

All PAIA-related enquiries should be directed to:

Information Officer: Leandro Eckhardt
LDE Diamond Traders cc T/A Grand Diamonds
leandro@granddiamonds.co.za

Appendix A – PAIA Request for Information Form
In terms of the Promotion of Access to information Act, 2000 (Act 2 of 2000)

Company Name: LDE Diamond Traders cc T/A Grand Diamonds
Registration Number: 2010/048126/23
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1. Particulars of Requester:

Full Name/Registered Name:	
Identity Number/Registration Number:	
Contact Number:	
Email Address:	

If request is made on behalf of another person, proof of authority must be attached.

2. Particulars of Records Requested:

Please provide sufficient details to identify the records requested:

3. Form of Access Required (tick applicable)

- Inspection of record
- Paper copy
- Electronic copy
- Other (please specify) _____

4. Preferred Language

- English
- Afrikaans
- Other: _____

5. Notice of Decision

Please notify me of the decision regarding this request at:

- Email _____
- Postal Address _____

6. Declaration

I declare that the information provided is accurate and that I am aware that access to certain records may be refused in terms of applicable legislation.

Signature: _____

Date: _____