ADVANCED KNYSNA SURGICAL CENTRE (PTY) LTD

NOTICE OF RECORDS AVAILABLE WITHOUT A FORMAL REQUEST

Section 52 of the Promotion of Access to Information Act 2 of 2000, as amended

Entity	Advanced Knysna Surgical Centre (Pty) Ltd
Registration number	2014/264833/07

1. Purpose and status of this Notice

This Notice identifies the categories of records of Advanced Knysna Surgical Centre (Pty) Ltd (the "Hospital"), that may, subject to applicable law and the qualifications below, be made available without a person being required to submit a formal request for access under the Promotion of Access to Information Act 2 of 2000 ("PAIA").

This Notice gives operational effect to clause 8 of the Hospital's PAIA Manual and must be read together with that Manual. It does not amend, replace or override the PAIA Manual.

2. Categories of records and manner of access

CATEGORY OF RECORD	MANNER OF ACCESS
The Hospital's address and contact details	Available on the Advanced Health group website or from the Hospital.
The Hospital's PAIA Manual	Available at the Hospital's front desk; on the Advanced Health group website; electronically from the Information Officer or Deputy Information Officer; and for inspection, free of charge and by prior arrangement, during normal business hours.
Terms and conditions of patient admission and pre-admission forms	Available from the Hospital, including during the admission or pre-admission process, or on request.
General day-hospital information	Available through the Advanced Health group website, from the Hospital or on request.
Information regarding accepted medical schemes and the types of procedures offered	Available from the Hospital. Information may change and should be confirmed with the Hospital and the relevant medical scheme.
Articles, brochures, public vacancies and other information intended for public distribution	Available through the Advanced Health group website, from the Hospital or on request, where applicable.
Group-company and director summaries authorised for public disclosure	Available on request, where applicable.
Healthcare-practitioner contact details that are already public or have been authorised for public disclosure	Available through the Advanced Health group website, from the Hospital or on request, where applicable.
Annual financial results and other information authorised for public release	Available on request, to the extent that the information has been authorised for public release.

3. Qualifications and limitations

The inclusion of a category in this Notice does not:

- require the Hospital to create a record that does not exist;
- require the Hospital to disclose personal information, patient or clinical information, confidential information, commercially sensitive information, privileged information or any other information protected from disclosure by PAIA, the Protection of Personal Information Act 4 of 2013 or other applicable law;
- constitute a waiver of confidentiality, legal professional privilege or any other legal protection;
- make automatically available any record that has not been authorised for public disclosure; or
- prevent the Hospital from requiring a formal PAIA request where the requested record falls outside this Notice or requires an assessment under PAIA.

Access may be provided by inspection, by electronic copy, by directing the requester to the relevant webpage or public source, or in another reasonable manner determined by the Hospital. Any reproduction or delivery costs permitted by law may be charged where applicable.

4. How to request access

A person seeking a record listed in this Notice should identify the record with sufficient detail and contact the Deputy Information Officer using the details below. If the record is not available without a formal request, the requester will be advised to follow the PAIA request procedure set out in the Hospital's PAIA Manual.

5. Contact details

Information Officer	Dorena "Bibi" Goss-Ross, Group Managing Director
Deputy Information Officer	Carina de Jongh
Email	carina.dj@advancedhealth.co.za
Principal place of business	4 Barracuda Street, Fisher Haven, Knysna, 6571

6. Effective date and approval

This Notice takes effect on 1 October 2026 and may be updated separately from the PAIA Manual where necessary to keep the access arrangements current, provided that no update expands the categories beyond those contemplated in the PAIA Manual without appropriate approval.

Approved for and on behalf of Advanced Knysna Surgical Centre (Pty) Ltd:

Signature: Bibi Goss-Ross

Name: Dorena "Bibi" Goss-Ross

Capacity: Information Officer / Group Managing Director

Date: 1 October 2026