

**CRESCO PROJECT FINANCE (PTY) LTD (Registration Number: 2005/036543/07) MANUAL**  
in terms of Section 51 of The Promotion of Access to Information Act 2 of 2000 (as amended)  
(the "Act")

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## **1 LIST OF ACRONYMS AND ABBREVIATIONS**

- 1.1 **“Cresco”** Cresco Project Finance (Pty) Limited (Registration Number: 2005/036543/07);
- 1.2 **“IO“** Information Officer;
- 1.3 **“PAIA”** Promotion of Access to Information Act No. 2 of 2000( as amended);
- 1.4 **“POPIA”** Protection of Personal Information Act No.4 of 2013; and
- 1.5 **“Regulator”** Information Regulator.

## **2 PURPOSE OF PAIA MANUAL**

This PAIA Manual is useful for the public to: -

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 2.3 know the description of the records of the body which are available in accordance with any other legislation;
- 2.4 access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.6 know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.9 know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

## **3 INTRODUCTION**

Cresco Project Finance (Pty) Limited (Registration Number: 2005/036543/07) (“Cresco”), a company with limited liability incorporated in accordance with the Company Laws of South Africa, which conducts business as a project finance advisory company.

## 4 KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF CRESCO

### 4.1 Chief Information Officer

**Managing Director:** Johannes Conrad Hefer

**Tel:** +27 (0)12 663 3660

**Email:** [conrad@crescogroup.africa](mailto:conrad@crescogroup.africa)

### 4.2 Deputy Information Officer

**Name:** Corinne Berg

**Tel:** +27 (0)12 6633660

**Email:** [corinne@crescogroup.africa](mailto:corinne@crescogroup.africa)

### 4.3 Access to information general contacts

**Email:** [info@crescogroup.africa](mailto:info@crescogroup.africa)

### 4.4 Cresco Head Office

**Postal Address:** PostNet Suite 04 | Private Bag X1015 | Lyttleton | 0140 | South Africa

**Physical Address:** Westend Office Park, Building B, 1st Floor, 250 Hall Street, Die Hoewes, Centurion, 0157

**Tel:** +27 (0)12 6633660

**Email:** [info@crescogroup.africa](mailto:info@crescogroup.africa)

**Website:** <https://www.crescogroup.africa/>

## 5 GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

5.1 The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA (“Guide”), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

5.2 The Guide is available in each of the official languages and in braille.

5.3 The aforesaid Guide contains the description of: -

5.3.1. the objects of PAIA and POPIA;

5.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of: -

5.3.2.1. the Information Officer of every public body, and

5.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;

5.3.3. the manner and form of a request for: -

5.3.3.1. access to a record of a public body contemplated in section 11; and

5.3.3.2. access to a record of a private body contemplated in section 50;

5.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;

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- 5.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 5.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging: -
  - 5.3.6.1 an internal appeal;
  - 4.3.6.2. a complaint to the Regulator; and
  - 4.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body
- 5.3.7 the provisions of sections 14 and 51 requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 5.3.8. the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 5.3.9. the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and
- 5.3.10. the regulations made in terms of section 92
- 5.4 Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.
- 5.5 The Guide can also be obtained: -
  - 5.5.1 upon request to the Information Officer;
  - 5.5.2. from the website of the Regulator (<https://www.justice.gov.za/infoereg/>)
- 5.6 A copy of the Guide is also available in the following three official languages, for public inspection during normal office hours: -
  - 5.6.1 English, Sesotho and Afrikaans

## **6 SCHEDULE OF RECORDS**

- 6.1 The following records are automatically available to all employees and need not be requested in accordance with the procedure outlined in paragraph 6 -
  - 6.1.1 personnel records are available to the employee whose file it is;
  - 6.1.2 records of disciplinary hearings and related matters are available to the employee concerned;
  - 6.1.3 the company's policies and procedures.
- 6.2 The following records are freely available on the Cresco website: <https://www.crescogroup.africa/> without having to request access in terms of the PAIA Act section 52(2):
  - Cresco Company profile
  - PAIA Manual
  - Privacy Policy
  - Professional Services
  - Projects executed
  - Location of Offices and contact details

### 6.3 Records available in terms of other legislation

- Basic Conditions of Employment Act 75 of 1997;
- Broad-Based Black Economic Empowerment Act 53 of 2003;
- Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- Electronic Communications and Transactions Act 25 of 2002;
- Employment Equity Act 55 of 1998;
- Financial Intelligence Centre Act 38 of 2001;
- Income Tax Act 58 of 1962;
- Labour Relations Act 66 of 1995;
- Legal Practice Act 28 of 2014;
- Occupational Health and Safety Act 85 of 1993;
- Pension Funds Act 24 of 1956;
- Promotion of Access to Information Act 2 of 2000;
- Protection of Personal Information Act 4 of 2013;
- Skills Development Act 97 of 1998;
- Unemployment Insurance Contributions Act 4 of 2002;
- Unemployment Insurance Act 30 of 1996; and
- Value Added Tax Act 89 of 1991.

### 6.4 The following records (non-exhaustive) may be requested: -

#### **Corporate Records**

- Company Documents
- Registers required in terms of the Companies Act
- Financial Records and Management Accounts
- Audit Statements and Tax Records
- Legal and Contractual Records
- Corporate Policies and Procedures
- Insurance Policies
- Intellectual Property
- Purchasing Records
- Employee Records
- Skills Development and Training Records
- Correspondence

#### **Operational Records**

- Project Records
- Client Records

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- Contracts
- Tenders
- Proposals
- Project Plans, Reports, Designs, Drawings and Specifications
- Minutes and Correspondence
- Time and Expense Records
- Billing Records

## **7 PROCESSING OF PERSONAL INFORMATION IN TERMS OF POPIA**

Cresco processes personal information in accordance with its Privacy Policy available on our website <https://www.crescogroup.africa/privacy-policy/>

## **8 FORM 2: REQUEST FOR ACCESS TO RECORD (REGULATION 7)**

Available on the website of the Information Regulator (South Africa) <https://inforegulator.org.za/paia-forms/> (also attached hereto, marked **Annexure A**).

## **9 FORM 3: OUTCOME OF REQUEST AND FEES PAYABLE (REGULATION 8)**

Available on the website of the Information Regulator (South Africa) <https://inforegulator.org.za/paia-forms/> (also attached hereto marked **Annexure B**)

## **10 AVAILABILITY OF THE MANUAL**

This manual is available in electronic and hard copies. The hard copies are available at the head office of Cresco as contained in paragraph 4.4 above. The electronic version of this manual is available on Cresco's website.

## **11 UPDATING THE MANUAL**

This manual will be reviewed and updated, if necessary, on a periodic basis.

**Issued by**



**Conrad Hefer (Managing Director)**

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