

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 (the "Act")

Compilation Date: 1 April 2021
Revision Date: 29 June 2021



CONTENTS

1	INTRODUCTION	3
2	COMPANY CONTACT DETAILS	3
3	THE ACT	3
4	APPLICABLE LEGISLATION	4
5	SCHEDULE OF RECORDS	4
6	FORM OF REQUEST	5
7	PRESCRIBED FEES	6

1 INTRODUCTION

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

2 COMPANY CONTACT DETAILS

Directors

- Johannes Conrad Hefer
- Robert John Futter
- Andrew Phillip Tant
- McLean Sibanda
- John Shapton Stanbury
- Johannes Francois Viljoen

Managing Director: Johannes Conrad Hefer

Postal Address: P.O. Box 67550 Highveld 0169

Street Address: 1st Floor 267 West Building, 267 West Avenue, Centurion, 0157

Telephone Number: +27 (0)12 663 3660

Email: conrad@crescogroup.africa

3 THE ACT

- 3.1 The Act grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

- 3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission (“SAHRC”), and which contains information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the SAHRC are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27(0)11 877 3600

Fax Number: +27(0)11403 0625

Website: www.sahrc.org.za

4 APPLICABLE LEGISLATION

- The Unemployment Insurance Act 30 of 1966
- Income Tax Act 95 of 1967
- Value Added Tax Act 89 of 1991
- Occupational Health and Safety Act 85 of 1993
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act 75 of 1997
- The Employment Equity Act 55 of 1998
- The Skills and Development Act 97 of 1998
- Promotion of Access of Information Act 2 of 2000
- Electronic Communications and Transactions Act 25 of 2002
- The Protection of Personal Information Act 4 of 2013

5 SCHEDULE OF RECORDS

5.1 The following records are automatically available to all employees and need not be requested in accordance with the procedure outlined in paragraph 6 -

- 5.1.1 personnel records are available to the employee whose file it is;
- 5.1.2 records of disciplinary hearings and related matters are available to the employee concerned;
- 5.1.3 the company's policies and procedures.

5.2 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 group Company profile
- Privacy Policy
- Professional Services
- Projects executed
- Location of Offices and contact details

5.3 Requested Records

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

Corporate Records

- 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
- Purchasing Records
- Employee Records
- Skills Development and Training Records
- Correspondence

Operational Records

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

6 FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SAHRC at www.sahrc.org.za. (also attached hereto, marked **Annexure A**)
- 6.2 Address your request to the Head of the Company (Managing Director)

- 6.3 Provide sufficient details to enable the Company to identify:
- (a) the record(s) requested;
 - (b) the requester (and if an agent is lodging the request, proof of capacity);
 - (c) the form of access required;
 - (d)
 - (i) the postal address or fax number of the requester in the Republic;
 - (ii) if the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) the right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7 PRESCRIBED FEES

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

- 7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2 if the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3 a requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 records may be withheld until the fees have been paid;
- 7.5 The fee structure is available on the website of the SAHRC at www.sahrc.org.za (also attached hereto marked **Annexure B**)

Signed on 29 June 2021 by Conrad Hefer (Managing Director) of Cresco Project Finance (Pty) Ltd



Conrad Hefer (Managing Director)

Annexure A – Form C Request for Access to Record of Private Body

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Annexure B – Fee Structure

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