

CRTDigital

CREATIVE ROCK TECHNOLOGIES (PTY) LTD

(Registration Number: 2013/216865/07)

Manual

In terms of section 51 of the

**Promotion of Access to Information Act
2/2000**

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1. Introduction to the business

CREATIVE ROCK TECHNOLOGIES (PTY) LTD is a registered company with three directors and functions as web designers and services aimed at social media platforms and digital marketing.

The company does brand development, e-commerce development, web and software development and app development.

2. Background to the Promotion of Access of Information Act 2/2000 (Hereinafter referred to as PAIA)

The Promotion of Access to Information Act, No. 2 of 2000 was created to give effect to the constitutional rights of section 32 of the Bill of Rights contained in the Constitution (108 of 1996).

This includes the access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights.

In terms of section 51 of PAIA, certain Private Bodies are required to compile a PAIA Manual and an Information Officer must be registered in terms of the Promotion of Access to Information Act 4/2003 (POPIA) to assist with the access and process of information.

When a request is made in terms of PAIA in the prescribed manner, the body to whom the request is made must release the information and give access to the records subject to certain legal applications or where the PAIA or POPI Act expressly provides that the information may not be released or released with certain conditions, refrain from supplying it to the requester.

3. Contact details of the company CREATIVE ROCK TECHNOLOGIES (PTY) LTD in terms of section 51(1)(a) of PAIA are as follows:

The two members and their contact numbers are

NEALL SIEMS	0448735787	neall@crtgroup.co.za
RYAN SIEMS	0448735787	ryan@crtgroup.co.za

Street Address: 21 Octavius Lane, King George Park, George

Landline: 044 – 8735787

Postal Address: Postnet Suite 205, Private Bag 6590, George 6530

4. **Information officer**

The details of the information officer are:

Neill Siems

Street Address: 21 Octavius Lane, King George Park, George

Email address: neall@crtgroup.co.za

Landline: 044 - 8735787

Ryan Siems (Deputy Information Officer)

Street Address: 21 Octavius Lane, King George Park, George

Email address: ryan@crtgroup.co.za

Landline: 044 - 8735787

5. **Guide in terms of section 10 of PAIA 2/2000**

PAIA gives a requester the opportunity to ask information in order to exercise or protect any right. This is in terms of section 10 of PAIA and in accordance of the South African Human Rights Commission (HRC)

The contact details of the HRC are -

Postal address:

Private Bag 2700 Houghton

2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Email: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Postal address: Private Bag 2700, Houghton, 2041

All the information a private or public body must or may have and the forms are available from the HRC, on their website.

6. **Notice published by the Minister**

Currently there are no notice published by the Minister of Justice and Constitutional Development in terms of section 52(2) PAIA.

7. **Records available in terms of other legislation**

- Basic Conditions of Employment Act, No 57 of 1997
- Banks Act 94 of 1990
- Close Corporations Act 69 of 1984
- Companies Act, No 71 of 2008
- Compensation for Occupational Injuries and Diseases Act, No 130 of 1993
- Constitution of the Republic of South Africa Act, No 108 of 1996
- Consumer Protection Act, No 68 of 2008
- Copyright Act, No 98 of 1978
- Electronic Communications and Transactions Act, No 25 of 2002
- Financial Advisory and Intermediary Services Act 37 of 2002
- Financial Intelligence Centre Act, No 38 of 2001 (FICA)
- Financial Markets Act 19 of 2012
- Income Tax Act, No 58 of 1962
- Labour Relations Act, No 66 of 1995
- National Credit Act, No 34 of 2005
- National Environment Management Act 107 of 1998
- National Environmental Management Waste Act 59 of 2008
- Occupational Health and Safety Act, No 85 of 1993
- Prevention and Combatting of Corrupt Activities Act 12 of 2004
- Promotion of Access to Information Act, No 2 of 2000 (PAIA)
- Promotion of Constitutional Democracy Against Terrorist and Related Activities Act 33 of 2004
- Promotion of Equality & Prevention of Unfair Discrimination Amendment Act, No 52 of 2002
- Protected Disclosures Act, No 26 of 2000
- Protection of Personal Information Act, No 4 of 2013 (POPIA)
- Regulation of Interception of Communications and Provision of Communication
- Related Information Act, No 70 of 2002
- Value Added Tax Act, No 89 of 1991

Note - Care has been given to list all possible Acts, but it should not be seen as a closed and or final list. Laws get recalled or amended and **CREATIVE ROCK TECHNOLOGIES (PTY) LTD** will in striving for excellence, try their utmost best to ensure the list is always up to date and applicable. Some of these Acts may not be applicable regarding records, but may answer questions related to the Requester's question/record and are given for the benefit of the public.

8. **Records automatically available**

The following are available to the public:

Records published on the **CREATIVE ROCK TECHNOLOGIES (PTY) LTD**

- website;
- social media platforms;
- any documents of public nature are accessible without formal request.

An appointment should be made with the Information Officer.

The following information are available to the employees of **CREATIVE ROCK TECHNOLOGIES (PTY) LTD**:

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

9. **Categories of records held by CREATIVE ROCK TECHNOLOGIES (PTY) LTD**

The records listed below are not automatically available when requested and procedure must be followed, as described in paragraph 10.

Note - Care has been given to list all possible records and their categories, but it should not be seen as a closed and or final list. **CREATIVE ROCK TECHNOLOGIES (PTY) LTD** will in striving for excellence, try their utmost best to ensure the list is always up to date and applicable.

COMPLIANCE	LEGAL COMPLIANCE
	REGULATORY REPORTS
	POLICIES AND PROCEDURES
	MEMBERSHIP WITH INDUSTRY BODIES
CORPORATE GOVERNANCE	ANNUAL REPORTS
	BOARD AND SUB-COMMITTEE ADMINISTRATION
	COMPANY DIRECTORSHIP
	COMPANY REGISTRATION
	BOARD MEETING MINUTES
FINANCE	AUDIT MANAGEMENT
	ACCOUNTING RECORDS
	BANKING RECORDS
	BUDGETS
	CREDITOR'S CONTROL
	DEBITOR'S CONTROL
	INSURANCE
	INVOICES AND TAXES
	PAYEROLL RECORDS
	SALARY ADMINISTRATION
	TAX MANAGEMENT
HUMAN RESOURCES	STAFF LIST
	DISCIPLINARY ACTIONS
	PERSONNEL RECORDS
	LEAVE RECORDS
	UIF RETURNS
	LETTERS OF EMPLOYMENT
INFORMATION TEGNOLOGY AND MANAGEMENT	INFORMATION SYSTEMS
	NETWORK SECURITY
	TECHNOLOGY ASSETS
PROCUREMENT	PROCUREMENT AGREEMENTS
	COMPLIANCE DOCUMENTATION OF SERVICE PROVIDERS
	SERVICE PROVIDER RECORDS
PROPERTY MANAGEMENT	LEASING OR PURCHASE ADMINISTRATION AND AGREEMENTS
	BUILDING MANAGEMENT

10. Detail on how to make a request

The requester must use the prescribed form 2 available. For your convenience a link has been added to this form:

<https://info regulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form02-Reg7.pdf>

- Address your request to the Information Officer of the company.
- Provide sufficient details to enable the corporation to identify and answer on:
 - (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.

The company will decide whether to grant or decline the Request for Access within 30 days of receipt of the Request and will give notice to the Requester with reasons, if it is required.

The response will be on form 3 as prescribed:

<https://info regulator.org.za/wp-content/uploads/2020/07/Form-3-PAIA.pdf>

If the company is not in possession of the documents requested, they will inform the requester as such and of the steps taken to search for the documents.

It will be deemed a refusal of access and the requester can follow the steps in paragraph 11.

11. Refusal of access to records

In terms of section 62 to 70 of PAIA, certain documents may not be given and **CREATIVE ROCK TECHNOLOGIES (PTY) LTD** will act in accordance with these prescriptions.

12. Remedies available upon refusal of access to records

A third party may lodge an internal appeal against a decision of the information officer of a public body.

Section 75 of PAIA deals with the procedure.

13. Fees

- Every other requester, who is not a personal requester, must pay the required request fee.
- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee.
- When the Request for Access is received by the Information Officer, the Information Officer will by notice require the Requester, other than a Personal Requester, to pay the prescribed request fee (if any), before further processing of the Request for Access.
- The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is currently R50,00.

Details of the fee structure can also be obtained from www.justice.gov.za.

THIS MANUAL IS AVAILABLE AT THE OFFICES OF **CREATIVE ROCK TECHNOLOGIES (PTY) LTD**.

The manual has been first drafted for **CREATIVE ROCK TECHNOLOGIES (PTY) LTD** on 26 June 2021 and in accordance with the prescriptions of PAIA and POPIA and updated on 03/09/2025

No part of this manual may be duplicated or used as template for any other business/ companies

Signed by the directors on this day ____ of June 2021 at the offices of CREATIVE ROCK TECHNOLOGIES (PTY) Ltd.



Neall Siems – Director and Information Officer

