

PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) MANUAL

Prepared in terms of Section 51 of the Promotion of Access to Information Act, 2000 for WYRD CAFE (PTY) LTD (Registration Number: 2026/443751/07).

1. Introduction and Purpose

This manual serves as the information manual for **WYRD CAFE (PTY) LTD**. It provides the necessary details regarding the categories of records held by the company and the procedure to request access to them in terms of PAIA and POPIA.

2. Company & Contact Details

- **Registered Company Name:** WYRD CAFE (PTY) LTD
- **Registration Number:** 2026/443751/07
- **Physical & Postal Address:** 3 St Johns Rd, Muizenberg, Cape Town, Western Cape, 7975
- **Official Website:** www.wyrdcafe.studio

3. Key Contact Persons

- **Chief Executive Officer (CEO):** Jürgen Alan
 - **Email:** JURGENALAN@GMAIL.COM
- **Appointed Information Officer:** Aubrey Neville Pieterse (ID: 6610155211089)
 - **Email:** hello@wyrdcafe.studio
 - **Phone:** +27 (0) 63 264 9356

4. Guide by the Information Regulator

A Guide on how to use PAIA is available from the [Information Regulator South Africa](#) in all official languages. Any queries regarding the guide can be directed to:

- **Address:** JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
- **Email:** enquiries@inforegulator.org.za

5. Records Automatically Available (Section 51(1)(c))

The following records are available automatically without a person having to request access via a formal PAIA process:

- Information and creative media content displayed publicly on www.wyrdcafe.studio.
- Publicly available marketing, promotional, and brand materials.

6. Categories of Records Held by the Company (Section 51(1)(d))

These records are not automatically available and must be formally requested:

- **Statutory Company Records:** CIPC registration certificates (Form CoR 14.3), Memorandum of Incorporation (MOI), director details, and beneficial ownership records.
- **Financial Records:** Accounting data, annual financial statements, tax returns, and banking profiles.
- **Creative and Platform Data:** Creator data, streaming metrics, digital token infrastructure details, physical hub operations, and membership information.
- **Human Resources:** Employment contracts, internal policies, and personnel ID records.

7. Protection of Personal Information Act (POPIA) Disclosures

- **Purpose of Processing:** To manage creative infrastructure, handle user memberships, administer physical café hubs, manage production tracks, and process payouts securely to creators.
- **Categories of Data Subjects:** Customers, members, creative artists, employees, vendors, and corporate partners.
- **Recipients of Personal Information:** Internal management, statutory bodies (CIPC, SARS), and trusted secure digital platform processors.
- **Transborder Data Flows:** Data may be stored via secure cloud infrastructure hosting global platform services.
- **Information Security Measures:** We employ access controls, encryption, firewall architectures, and internal data handling policies to safeguard personal data.

8. Procedure to Request Access

To request access to records held by **WYRD CAFE (PTY) LTD**, the requester must:

1. **Form 2: Request for Access to Record** (available on the Information Regulator Portal).
2. Submit the completed form along with proof of the required request fee to the Information Officer at hello@wyrddcafe.studio.
3. Provide sufficient details on the request form to enable the Information Officer to clearly identify the record and the requester's identity.