# **PAIA Manual**

### 1. Company Details

Name of Company: Delaquis Prompt Engineering (Pty) Ltd T/A QR4U

Registration Number: 2025/385677/07 Income Tax Number: 9214033285

Registered Address: Links Office Park, Somerset West; Cape Town 7130

Postal Address: UNIT 4232 – Greenways Estate Cape Town 7140

Telephone: 021 007 1951 Email: support@qr4u.co.za

Website's:

www.cr4u.co.za www.crea-qr.io www.SOScard.co.za

### 2. Company Overview

Delaquis Prompt Engineering (Pty) Ltd operates as QR4U and provides emergency preparedness products including PVC emergency cards storing personal medical data accessible via QR code. The company also manages affiliate and agent relationships under a commission-based structure.

#### 3. Access to Records

Records held by the company may be accessed in accordance with the Promotion of Access to Information Act (PAIA). Requests must be made in writing and submitted to the Information Officer, using the prescribed Form C available from www.justice.gov.za.

## 4. Categories of Records Held

- Company registration documents
- Financial and tax records
- Employee records
- Customer and affiliate contact information
- Product order records
- Marketing and communications materials
- Agreements and contracts

### **5. Procedure for Requesting Information**

Requests for access must be submitted in writing to the Information Officer at the provided company address or email.

The request must include sufficient detail to enable the company to identify the record and the requester. A fee may be applicable.

#### **6. Information Officer Contact**

Name: Mario Delaquis

Position: CEO

Email: mario@qr4u.co.za Telephone: 021 007 1591

### 7. POPIA Compliance

Delaquis Prompt Engineering (Pty) Ltd T/A QR4U is committed to ensuring the protection of personal information in compliance with

the Protection of Personal Information Act (POPIA). Personal data collected is used solely for operational and business-related purposes.