

PROMOTION OF ACCESS TO INFORMATION
ACT

SECTION 51 MANUAL

FOR

GREATODDS (PTY) LTD

REGISTRATION NUMBER

2012/187650/07

VAT NUMBER

4060254986



**INFORMATION REQUIRED UNDER SECTION 51(1)(a) OF
THE PROMOTION OF ACCESS TO INFORMATION ACT (“THE ACT”)**

Postal Address of Information Officer of Greatodds (Pty) Ltd:

PO Box 334, Cape Town, 8000

Street Address of Information Officer of Greatodds (Pty) Ltd:

Granger Bay Court, Suite 104 1st Floor, Block B North Wing, Beach Road, Cape Town
8001

Name of Information Officer of Greatodds (Pty) Ltd:

Mr Cuan Chelin

Tel. No of Information Officer of Greatodds (Pty) Ltd:

(021) 440 9600

Fax. No of Information Officer of Greatodds (Pty) Ltd:

N/A

E- Mail address of Information Officer of Greatodds (Pty) Ltd:

cuan@s-b.co.za

DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, *inter alia*, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at [www. sahrc.org.za](http://www.sahrc.org.za).

THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999
- National Gambling Act 7 of 2004
- Western Cape Gambling and Racing Act 4 of 1996
- Financial Intelligence Centre Act 38 of 2001

SUBJECTS AND CATEGORIES OF RECORDS HELD BY GREATODDS (PTY) LTD: SECTION 51(1)(e)

1. COMPANIES ACT RECORDS

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Records relating to the appointment of directors/ auditor/ secretary/public officer and other officers
- Share Register and other statutory registers

2. FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
 - Bank Statements
 - Paid Cheques
 - Electronic banking records
- Invoices
- Insurance Contracts

3. INCOME TAX RECORDS

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
 - VAT
 - Skills Development Levies
 - UIF
 - Workmen's Compensation

4. PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Internal Policies
- Internal Rules
- Leave records
- Training records
- Training Manuals

5. INDUSTRY CLIENT AND/OR STAKEHOLDER RECORDS

“Industry Clients and/or Stakeholders” include –

- The Western Cape Gambling and Racing Board and its personnel
- The Financial Intelligence Centre
- The Standing Committee of the Western Cape Provincial Legislature responsible for the gambling portfolio
- The Portfolio Committee on Trade and Industry (National Parliament)
- Applicants for or holders of Bookmaker or Totalisator Operator licences or, manufacturer or employee licence or registration or certificate of suitability capable of being issued by any provincial licensing authority
- Western Cape Bookmakers' Association representing the betting industry in the Western Cape

Industry Client and/or Stakeholder Records include the following –

- Copies of national and provincial licences issued to the private body
- All contracts entered into with Industry Clients and/or Stakeholders with which the private body has a contractual relationship
- Any documentary records provided to the private body by Industry Clients and/or Stakeholders
- Reports, submissions, invoices, payment confirmation reports, correspondence, circulars, opinions and/or memoranda prepared for, addressed to or received from Industry Clients and/or Stakeholders

DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

The requester must complete Form C and submit this form together with a request fee, to the Information Officer of the private body.

The form must be submitted to the Information Officer of the private body at his/ her address, fax number, or electronic mail address

The form must:

- provide sufficient particulars to enable the Information Officer of the private body to identify the record/s requested and to identify the requester,
- indicate which form of access is required,
- specify a postal address or fax number of the requester in the Republic,
- identify the right that the requester is seeking to exercise or protect, and
- provide an explanation of why the requested record is required for the exercise or protection of that right,
- if, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,
- if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Information Officer of the private body

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

Section 53(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Information Officer: GREATODDS (PTY) LTD

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:..... E-mail address:

Capacity in which request is made, when made on behalf of another person:

.....

C. Particulars of person on whose behalf request is made

This section must be completed *ONLY* if a request *for information* is made on behalf of *another* person.

Full names and surname:

Identity number:

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

- 1 Description of record or relevant part of the record:
- 2 Reference number, if available:
- 3 Any further particulars of record:

E. Fees

- (a) A request for access to a record, other *than* a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be *notified of* the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends *on* the form *in which* access is required and the reasonable time *required* to search for and prepare a record.
- (d) If you qualify for exemption *of* the payment *of* any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

<p>If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.</p>	
<p>Disability:</p>	<p>Form in which record is required</p>
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <ul style="list-style-type: none"> (a) Compliance with your request in the specified form may depend on the form in which the record is available. (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form. (c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested. 	