



REGISTRATION NUMBER OF COMPANY:

2007/099979/23

ZOO LAKE SPORTS CLUB cc

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

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1. INTRODUCTION

ZOO LAKE SPORTS CLUB cc conducts business as a sports and recreational facility. Our premises consists of three soccer pitches, a cricket pitch and fully licensed restaurant and sports bar. Sport occurring at Zoo Lake Sports Club includes Cricket, 20-20 Cricket, Soccer, 7-A-Side Soccer, Touch Rugby, Cricket Coaching, Soccer Coaching, School PE lessons as well as Ladies' Boot Camp. In addition, Corporate and Private groups hire our facilities for an array of Team-building, family fun days, sports tournaments and festivals / large events.

2. COMPANY CONTACT DETAILS

Directors: Mr Grahame Bobrow

Mr Graeme Wallace

Office Manager: Mrs Morag Maynard

Postal Address: P.O. Box 2068

Saxonwold

Johannesburg

2132

Street Address: Zoo Lake Sports Club

CNRS Westwold Way / Lower Park Drive

Parkwood

Johannesburg

Telephone Number: 011 646 3440

Fax Number: N/A

Email: admin@zoolakesportsclub.co.za / info@zoolakesportsclub.co.za

Website: www.zoolakesportsclub.co.za

DATE OF COMPILATION: 04/05/2015

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, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: +27-11-877 3600
Fax Number: +27-11-403 0625
Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

<u>NO</u>	<u>REF</u>	<u>ACT</u>
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 69 of 1984	Close Corporations Act
9	No 25 of 2002	Electronic Communications and Transactions Act
10	No 2 of 2000	Promotion of Access of Information Act
11	No 30 of 1996	Unemployment Insurance Act
12	No 2 of 2003	Gauteng Liquor Board Liquor Act
13	No 54 of 1972	Certificate of Acceptability for Food Premises

5. Schedule of Records

<u>RECORDS</u>	<u>SUBJECT</u>	<u>AVAILABILITY</u>
Public Affairs	<ul style="list-style-type: none">• Public Product Information• Public Corporate Records• Media Releases	www.zoolakesportsclub.co.za
Financial	<ul style="list-style-type: none">• Financial Statements• Financial and Tax Records (Company & Employees)• Asset Register• Management Accounts	Request in terms of PAIA
Licences	<ul style="list-style-type: none">• Gauteng Liquor Licence• Certificate of Acceptability for food Premises	Available to view on site
Marketing	<ul style="list-style-type: none">• Market Information• Public Customer Information:• Customer Database• Dealer Franchise Documents	www.zoolakesportsclub.co.za www.zoolakesportsclub.co.za Not Available / Data Protection Not Applicable

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form addendum A or available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

6.2 Address your request to the Head of the Company (CEO).

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 SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.



Morag Maynard
Office Manager: Zoo Lake Sports Club
28/05/2015

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