

## PAIA MANUAL

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Manual prepared in terms of Section 51 of the Promotion of Access to Information Act, No. 2 of 2000 (the "Act") for Titans Cricket (Pty) Ltd.

### TITANS CRICKET (PTY) LTD

Registration number 1991/005800/07

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#### Board of directors

JJ Faul (Chief executive officer)

S Prinsloo (Financial Manager)

G Abrahams (Chairman)

T Siko (Director)

S Barnard (Director)

M Essack (Director)

E Claassen (Director)

KC Mphuthi (Director)

M Jury (Director)

J Wright (Director)

E Phasha (Director)

G Steyn (Director)

#### Other entities covered under this manual:

Northerns Cricket Union - Registration number: 026/270/NPO

## I. INTRODUCTION

The Act, together with all relevant legislation, provides for the right of access to information held by public and private bodies when such information is requested for the exercise of protection of any rights.

The manual is to assist any potential requesters of the procedural and other requirements which a request for information must meet as prescribed by the Act.

### OVERVIEW OF TITANS CRICKET (PTY) LTD

Titans Cricket (Pty) Ltd is a registered company with its registered address at SuperSport Park, 283 West Avenue, Centurion, 0157.

Titans Cricket (Pty) Ltd is one of the entities that owns the stadium. The stadium, SuperSport Park, is home to the Titans cricket franchise

### POLICY STATEMENT

It is Titans Cricket (Pty) Ltd.'s policy to conduct its operations in compliance with all legal and regulatory requirements. This Access to Information Manual (the "Manual") regulates access to information and records owned, held by or otherwise under the control of the Titans Cricket (Pty) Ltd and the release of any such information or records any of the Titans Cricket (Pty) Ltd directors, officers, employees, agents or anyone acting on its behalf.

### APPLICATION

This Manual applies to information and records under the control of the Titans Cricket (Pty) Ltd and the release of any such information or records.

### OBJECTIVE

The objectives of this Manual are to:

- provide a non-exhaustive list of information, records and other details held by Titans Cricket (Pty) Ltd;
- set out the requirements on how to request information in terms of the Promotion of Access to Information Act No. 2 of 2000 ("PAIA" and/or "the Act") and the Protection of Personal Information Act, Act No 4 of 2013 ("POPI") as well as the grounds on which a request may be refused; and
- explain the manner and form in which a request for information must be submitted.

## II. INFORMATION REQUIRED IN TERMS OF SECTION 51(1)(A) OF THE ACT

TITANS CRICKET (PTY) LTD, REGISTRATION NUMBER 191/005800/07	
<b>Physical address</b>	SuperSport Park 283 West Avenue Centurion 0157
<b>Postal address</b>	PO Box 7706 Centurion 0046
<b>Telephone number</b>	012 663 1005
<b>Fax number</b>	n/a
<b>Chief executive officer</b>	Dr. Jacques Faul SuperSport Park 283 West Avenue Centurion 0157 Tel: +27 663 1005 Email: titans@cricket.co.za
<b>Public information officer</b>	Janie Marais SuperSport Park 283 West Avenue Centurion 0157 Email: janiep@cricket.co.za

### Section 10 guide

The Act requires the South African Human Rights Commission (“SAHRC”) to compile a guide to be available in each official language, to assist individuals in understanding how to exercise their rights contained in the Act. Any queries regarding this guide can be addressed directly to the SAHRC at:

The South African Human Rights Commission  
Private Bag x2700, Houghton 2041

Tel: +27 11 877 3803

Fax: +27 11 403 0625

Email: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

### III. RECORDS ARE KEPT IN TERMS OF THE FOLLOWING LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Children Act no 38 of 2005
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Disaster Management Act no.57 of 2002
- Employment Equity Act 55 of 1998
- Financial Advisory and Intermediary Services Act no 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Intellectual Property Laws Amendments Act 38 of 1997
- Labour Relations Act 66 of 1995
- Safety at Sport and Recreational Events Act no.2 of 2010
- Skill Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Occupational Health and Safety Act 85 of 1993
- Prevention of Organised Crime Act 121 of 1998
- The Companies Act No. 71 of 2008
- The National Credit Act 34 of 2005
- Trade Marks Act 194 of 1993
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991
- Such other legislation as may from time to time be applicable

### IV. NOTICE IN TERMS OF SECTION 51(1)(C)

No notice has been published to date in terms of Section 51(1)(c) of the Act. The following records are however automatically available on the Titans website to any persons requesting this information and it is therefore not necessary to apply for access thereto in terms of Act

NO.	DESCRIPTION	FORMAT
<i>For inspection ito section 52(1)(a)(i)</i>		
1.	Product Information for example events calendar, suites and season tickets sales, online merchandise store, other offerings.	Soft copy/website
2.	Public player and employee profiles	Website
<i>For copying ito section 52(1)(a)(ii)</i>		
3.	Annual Reports	Hard Copy
<i>Available free of charge ito section 52(1)(a)(iii)</i>		
4.	Media Releases	Soft copy/website

## V. RECORDS HELD BY TITANS CRICKET (PTY) LTD IN TERMS OF SECTION 51(1)(E)

Request for information of records will be dealt with on a case-by-case basis and access to the record is subject to approval. Refer to Annexure A.

### **Statutory**

- Memoranda of Incorporation
- Company Registers
- Statutory records and returns
- Agreements
- Trademarks and Patents
- Title Deeds

### **Admin, Finance and Accounting**

- Accounting records
- Policies and procedures
- Banking details and bank statements
- Financial Statements
- Income Tax

### **Commercial**

- Commercial Agreements
- Contractual Disputes

### **Corporate Social Investment**

- Application for Funding
- CSI Investment Projects

### **Human Resources**

- Policies and Procedures
- Employment equity plans
- Pension and Provident Fund Scheme details
- Skills development plans
- Records and reports

### **Operations**

- Permits, licences, consents, approvals, authorisations, applications and registrations
- Policies and procedures
- Reports and supporting documentation
- Contractor, client and supplier agreements and information
- Documentation on Customs and Excise
- Environmental, Health and Safety records

### **Information technology**

- System documentation and manuals
- Project, disaster recovery and implementation plans

## VI. PROCEDURE FOR REQUEST FOR ACCESS (SECTION 53 AND 60 OF THE ACT)

1. To request a document that does fall within the ambit of the Act, the requester must complete the prescribed form as set out in Annexure A (form C) hereto and submit same to the Information Officer via the contact details listed under II above.
2. The prescribed form must be completed with sufficient detail to enable the Information Officer to clearly identify the record/s requested, the requester's identity and which form of access to the records is required, should the request be granted. The requester must explain what other right is being protected or exercised.
3. If the request is being made on behalf of another person, the requester must submit proof, to the satisfaction of the Information Officer, of the capacity in which they are making the request.
4. The Information Officer will process the request and notify the requester of its decision whether or not the request has been granted. Should the request be granted, the notice will state the access fees (if any) that are payable and of the different procedures that must be followed until the request is finalised. A copy of the fee structure applicable to public and private bodies can be accessed on [www.sahc.org.za](http://www.sahc.org.za)
5. Should the request be refused, the notice will state adequate reasons for the refusal.

## VII. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS (SECTION 63 TO 69 OF THE ACT AND THE PROTECTION OF PERSONAL INFORMATION ACT NO. 4, 2013)

Access to certain records may be or must be denied on the grounds set out in the Act. This includes:

- Mandatory protection of privacy of a third party who is a natural person;
- Mandatory protection of commercial information of third party;
- Mandatory protection of certain confidential information of third party;
- Mandatory protection of safety of individuals, and protection of property;
- Mandatory protection of records privileged from production in legal proceedings;
- Commercial information of private body;
- Mandatory protection of research information of third party, and protection of research information of privacy body.

## VIII. AVAILABILITY OF MANUAL

Copies of this manual are available for inspection, free of charge, at the registered offices of Titans Cricket (Pty) Ltd and our website ([www.titans.co.za](http://www.titans.co.za)). The South African Human Rights Commission may also be contacted to obtain a copy of the Titans Cricket (Pty) Ltd manual.

ANNEXURE A

REQUEST FOR ACCESS TO THE RECORD OF A PRIVATE BODY

Section 53(1) of the Promotion of Access to Information Act, 2000 (Act no.2 of 2000)

[Regulation 10]

FORM C

A | PARTICULARS OF A PRIVATE BODY

The Head: \_\_\_\_\_

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: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email 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 fees:

**F | FORM OF ACCESS TO RECORD**

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.

Disability:

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Form in which record is required:

Mark the appropriate box with an X

**Notes**

- 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 to the record, if any, will be determined partly by the form in which access is requested.

**1. If the record is in written or printed form**

Copy of record\*

Inspection of record

**2. If the record consists of visual images**

(This includes photographs, slides, video recordings, computer-generated images, sketches, etc)

View the images

Copy of the images\*

Transcription of the images\*

**3. If record consists of recorded words or information which can be reproduced in sound**

Listen to the soundtrack (audio cassette)

Transcription of the soundtrack\*



**4. If record is held on computer or in an electronic or machine-readable form**

Printed copy of record\*

Printed copy of information  
derived from the record\*

Copy of computer readable  
form\* (compact disk)

\* If you requested a copy of the transcription of a record (above), do you wish the copy or transcription to be posted to you? ( **POSTAGE IS PAYABLE**)

Yes

No

**G | PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED**

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. Indicate which right is to be exercised or protected:

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2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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**H | NOTICE OF DECISION REGARDING FOR ACCESS**

You will be notified in writing whether your request has been approved/denied. If you wish to be informed by alternative means, please specify the manner, and provide the necessary particulars to enable compliance with your request.

**How would you prefer to be informed of the decision regarding your access to the record?**

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Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_.

**Signature of requester/person on behalf of whom request is made.**