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MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000 (“PAIA”)

Manual prepared in accordance with section 51 of the Promotion of Access to Information Act, No. 2 of 2000 (as amended) in respect of The Sharks Academy (Pty) Limited.

1. Introduction

The aim of this Manual is to assist potential requestors in requesting access to information (documents or records) from The Sharks Academy as contemplated under the Act. The Manual contains an index of all records under the control or in the possession of The Sharks Academy. The Manual may be amended from time to time and as soon as any amendments have been made, the latest version of the Manual will be published and distributed. In order to obtain access to information from The Sharks Academy under the Act, you need to meet certain procedural requirements. The record requested must be required for the purpose of exercising your rights or protection of a right, and there must be no grounds for refusal. You are invited to contact the Information Officer or Deputy Information Officer should you require any assistance in respect of this Manual.

2. Definitions

The following words or expressions will bear the following meanings in this Manual:

"the Act" or **"PAIA"** means the Promotion of Access to Information Act No. 2 of 2000, together with any regulations published thereunder;

"The Sharks Academy or TSA" means The Sharks Academy (Pty) Limited (registration no.: 2002/026488/07), a private company with limited liability duly incorporated in terms of the company laws of the Republic of South Africa and which currently conducts business as a professional rugby club.

"Information Officer" means the designated information officer/s described in this Manual;

"the/this Manual" means this Manual, together with all annexures thereto as amended and made available at the offices of The Sharks from time to time;

“**POPIA Act**” means the Protection of Personal Information Act, No. 4 of 2013;

“**Republic**” means the Republic of South Africa;

“**SAHRC**” means the South African Human Rights Commission;

“**you**” refers to any person making a request for access to a record that is under the control of The Sharks Academy

SECTION A

3. Contact Details (in terms of S51(1)(A) of the Act)

Name of private body:	The Sharks Academy (Pty) Limited
Registration number:	2002/026488/07
Chief Executive Officer:	Eduard Coetzee
Designated Information Officer:	Noor Muhammed Jamal
Deputy Information Officer:	Devashnee Chattergoon
Email:	noor@thesharks.co.za / devashnee@thesharks.co.za
Physical address:	43 Isaiah Ntshangase Road, Stamford Hill, Durban, 4001
Postal address:	43 Isaiah Ntshangase Road, Stamford Hill, Durban, 4001
Telephone:	+2731 308 8400
Email:	info@sharksacademy.co.za
Website:	http://www.sharksacademy.co.za/

SECTION B

4. The official PAIA guide

In accordance with section 10 of the Act, the South African Human Rights Commission (“SAHRC”) is required to compile and publish a guide containing such information as may be reasonably required by a person wishing to exercise or protect any right in terms of this Act. The guide is available at the offices of the SAHRC at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website – www.sahrc.org.za

Enquiries regarding the guide can be addressed to the SAHRC, the contact details of which are as follows:

Postal address: South African Human Rights Commission
PAIA Unit
Research & Documentation Department
Private Bag X2700
Houghton, 2041

Telephone: +27 11 877 3600

Fax: +27 11 403 0625

E-mail: PAIA@sahrc.org.za

SECTION C

5. Information freely available (Section 51(1)(c))

Certain information is freely available for inspection without the need to request access to this information in terms of the Act. This information is as follows:

All information in respect of TSA provided on the website of The Sharks Academy is freely available, as well as, any other information in the public domain, such as articles published in the media.

6. Information available in accordance with other legislation (Section 51(1)(d))

The Sharks Academy keeps information/ documents in accordance with the following legislation. A list of this information appears in Annexure A (please note that this is not an exhaustive list.

7. Documents / Information that is held by The Sharks Academy in terms of the Act (Section 51(1)(e))

The Sharks Academy keeps certain information which is collected in the normal course of business. A list of this information appears below: -

- 7.1 Webpage – www.sharksacademy.co.za (accessible to anyone with the internet)

7.2 Other

The documents / information listed below pertains to the day-to-day operation and management of the business of The Sharks Academy.

Categories: -

Corporate Governance:

- Company registration documents
- Directors Identity Documents
- Board Meetings (minutes and resolutions)
- Shareholder agreements
- Share certificates
- Annual financial statements
- Annual returns

Finance:

- Electronic Accounting Records
- Management Accounts
- Cash Flow Statements
- Banking records
- Scheduled payments
- Invoices
- Salary register
- Auditor's report
- Supplier details such as BBBEE certificates, bank confirmation letters, company registration documents

Operational/Administration:

- Directives to Employees/Staff
- Employees Travel Records
- Requisitions, permits, licences, for the day to day running
- Student/Parent communications as well as personal information for both

- Company policies
- Insurance policies

Human Resources:

- Employment contracts
- Employees details
- Remuneration
- Job Descriptions
- Employee benefits
- Medical Aid and Gap Cover details
- Personal and medical information relating to past, present and prospective employees and directors
- Disciplinary records
- Internal company policies and procedures

Legal:

- Contracts and Agreements
- Memorandum of Understandings
- Administration of Legislation and Compliance
- General correspondence in respect of the above

7.3 Automatically available records

7.3.1 The records listed below are automatically available without having to submit a formal request to access the information in terms of PAIA.

7.3.2 The Sharks Academy are entitled to levy a reproduction fee within our sole discretion, which is based on reproduction costs, preparation and time spent preparing such requests for disclosure.

7.3.3 The Sharks Academy will provide you with a written estimate of the fee before providing the services.

7.3.4 Automatically available records include the following: -

7.3.4.1 Public Corporate Records;

7.3.4.2 BEE Certificates

7.3.4.3 Product Information (freely available online)

SECTION D

8. Procedure for making a request to obtain access to information

8.1 When making a request for information from The Sharks Academy, you must obtain and complete the prescribed form (Form C) attached to this Manual (Annexure B).

8.2 Submit the completed form to the Information Officer by email.

8.3 Before submission please ensure that the Information Officer is provided with sufficient detail to identify the information requested.

8.4 Indicate which right is being exercised or protected and explain why the information requested is required in order to exercise or protect the right.

8.5 Indicate how the outcome of the decision must be communicated. The decision will be communicated in writing, so there is a choice of post or email. If it is to be communicated in a manner additional to this, the additional manner must be indicated and details provided.

8.6 Pay the applicable fees, and a deposit where necessary.

8.7 If the information requested exists and allowing access to it does not affect a third party, the request will be processed within 30 days. This period may be extended once in certain circumstances.

8.8 It should be noted that an application for access to the information requested will not automatically be granted. There are certain grounds on which an application for access to information may be refused under the Act.

9. Availability

This manual is available for inspection at the offices of The Sharks Academy, free of charge.