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- 1. INTRODUCTION**
 - 2. GUIDE IN TERMS OF SECTION 10 OF THE ACT**
 - 3. CONTACT DETAILS**
 - 4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT**
 - 5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION**
 - 6. DOCUMENTS / INFORMATION HELD BY DISCOVERY SOCCER PARK IN TERMS OF THE ACT**
 - 7. OTHER INFORMATION AS MAY BE PRESCRIBED**
 - 8. AVAILABILITY OF THE MANUAL**
 - 9. REQUEST FOR ACCESS TO RECORDS**
 - 10. TRANSPARENCY POLICY**
 - 11. SCOPE OF MANUAL AND POLICY**
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1. INTRODUCTION

The manual is made in accordance with the provisions of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be available.

The following words will bear the following meaning in this manual:-

"the Act"
shall mean the Promotion of Access to Information Act, No. 2 of 2000, read together with all relevant regulations published from time to time;

"the/this manual"
shall mean this manual together with all annexures thereto as available at the premises of Discovery Soccer Park from time to time;

" Newshelf 883 (Pty) Ltd tdg as Discovery Soccer Park"
" shall mean **Newshelf 883 (Pty) Ltd tdg as Discovery Soccer Park company;**

"Republic"
shall mean the Republic of South Africa;

"SAHRC"
shall mean the South African Human Rights Commission.

Objectives of Manual

The reference, in this Manual, to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

The Act provides that a person may only request information in terms of the Act, if the information is required for the exercise or protection of a right. Information will therefore not be furnished unless a person clearly provides sufficient particulars to enable Discovery Soccer Park to identify the right the requester is seeking to protect as well as an explanation of why the requested information is required for the exercise or protection of that right. The process prescribed in the Act as read with the regulations to the Act must be followed in pursuing any request.

2. CONTACT DETAILS (Section 51(1)(A) of the Act)

Name of body: **NEWSHELF 883 (PTY) LTD TRADING AS
DISCOVERY SOCCER PARK**

Address: **21 North Street, Illovo
Sandton 2196**

Telephone: **(011) 447 1198**
E-mail: info@discoverysoccerpark.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

Section 10 of the Act requires the SAHRC to compile a guide containing such information as may be required by a person who wishes to exercise any right contemplated in the 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.

Contact details of the South African Human Rights Commission:

PAIA Unit

**The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041**

Telephone: **+27 11 877 3825**
Fax: **+27 11 403 0625**
Website: **www.sahrc.org.za**
E-mail: **PAIA@sahrc.org.za**

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

Information may be available in accordance with the following legislation subject to the terms of that legislation (please note that this is not an exhaustive list):-

- **Income Tax Act, No. 58 of 1962**
- **Value-Added Tax Act, No. 89 of 1991**
- **Unemployment Insurance Act, No. 63 of 2001**
- **Unemployment Insurance Contributions Act, No. 4 of 2002**
- **Basic Conditions of Employment Act, No. 75 of 1997**
 - **Employment Equity Act, No. 55 of 1998**
 - **Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993**
 - **Insolvency Act, No. 24 of 1936**
 - **Occupational Health and Safety Act, No. 85 of 1993**
 - **Copyright Act, No. 98 of 1978**

Labour relations Act, No. 66 of 1995

- **South African Reserve Bank Act, No. 90 of 1989**
- **Compensation for Occupational Injuries and Diseases Act 130 of 1993**
- **Consumer Protection Act 68 of 2008**
- **Protection of Personal Information Act 4 of 2013**

6. DOCUMENTS / INFORMATION HELD BY Newshelf 883 (Pty) Ltd tgd as Discovery Soccer Park IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

6.1 Webpage

The Discovery Soccer Park website:

www.discoverysoccerpark.co.za, accessible to anyone with access to the internet.

DESCRIPTION OF SUBJECTS AND CATEGORIES OF RECORDS HELD

Category: Secretarial

Subjects:

- **Memorandum of Association**
- **Articles of Association**
- **Register of members**
- **Shareholder meetings:**
 - **Attendance register**
 - **Resolutions**
 - **Minutes**
- **General correspondence**

Category: Finance

Subjects:

- **Invoices**
- **Credit/Debit Notes**
- **Journals, Ledgers & Balance Sheets**
- **Income Statements**
- **Trial Balance statements**
- **Cash Flow statements**
- **Tax invoices**
- **Salary information**
- **Auditors Report**
- **General correspondence**

Category: Administration

Subjects:

- **Suppliers**
- **Debtors and Creditors**
- **Insurance Policies**
- **Lease Agreements**
- **General correspondence**

Category: Human Resources

Subjects:

- **Employee's personal details**
- **Remuneration**
- **Employee Benefits**
- **Disciplinary records**
- **Employee contract**
- **General correspondence**

Category: Legal

Subjects:

- **Contracts / Agreements**
- **Litigation Records**
- **General correspondence**

Category: Marketing

Subjects:

- **Advertising**
- **General correspondence**

It is recorded that access to the documents listed above may be protected by privacy or the grounds of refusal set out in the Act. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act and other applicable legislation.

7. OTHER INFORMATION AS MAY BE PRESCRIBED (Section 51(1)(f))

This section is not applicable.

8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

This section is not applicable.

9. Request for Access to Records (Section 53 of the Act)

Any request for access to any information must be made in accordance with the provisions of the Act as read with the regulations to the Act.

10. SCOPE OF MANUAL AND POLICY

Nothing in this document shall create any rights for any person above those which they may have in terms of any statute or the common law. The document does not create any contractual or other promise nor any legitimate expectation that any process will be followed, or information provided.