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Registration Number of Company: 1999/013336/07

**NAME OF COMPANY: CAYLIX SPORT MANAGEMENT SERVICES (PTY) LTD**

**MANUAL**

**in terms of**

**Section 51 of**

**The Promotion of Access to Information Act**

**2/2000**

**(the "ACT")**



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## PROMOTION OF ACCESS TO INFORMATION ACT SECTION 51 MANUAL

### Introduction

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (“the Act”). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and / or protection of any right. The reference 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.

### 1. CAYLIX SPORT MANAGEMENT (PTY) LTD OVERVIEW

CAYLIX SPORT MANAGEMENT (PTY) LTD provides development, management and organisational skills in the Sport industry.

CAYLIX SPORT MANAGEMENT (PTY) LTD supports the constitutional right of access to information and we are committed to provide you access to our records in accordance with the provisions of the Act, the confidentiality we owe third parties and the principles of South African law.

### 2. AVAILABILITY OF THIS MANUAL

A copy of this Manual is available on our website ([www.caylixsport.co.za](http://www.caylixsport.co.za)) or by sending a request for a copy to the Information Officer by email ([rita@caylixsport.co.za](mailto:rita@caylixsport.co.za)) The Manual may also be obtained from our head office, the South African Human Rights Commission (“SAHRC”) at the addresses set out below or from the Government Printers. This Manual will be updated from time to time, as and when required.

### 3. HOW TO REQUEST ACCESS TO RECORDS HELD BY CAYLIX SPORT MANAGEMENT (PTY) LTD

Requests for access to records held by CAYLIX SPORT MANAGEMENT (PTY) LTD must be made on the request forms that are available from our website and office, from the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)) or the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) (under “regulations”).

A request fee will be payable. You can submit a request without paying the request fee but please note that payment of our assessed fees must be made before the request will be processed.

Requests for access to records must be made to our Information Officer at the address, or electronic mail address provided for below.

The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester.

The requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed. The requester must identify the right that he or she 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 a request is made on behalf of a person, the requester must then submit proof of the capacity in



which the requester is making the request to the satisfaction of the Information Officer of CAYLIX SPORT MANAGEMENT (PTY) LTD. The standard form that must be used for the making of requests can be accessed [here](#).

Not using this form could cause your request to be refused (if you do not provide sufficient information or otherwise) or delayed.

Kindly note that all requests to CAYLIX SPORT MANAGEMENT (PTY) LTD will be evaluated and considered in accordance with the Act.

Publication of this manual and describing the categories and subject matter of information held by CAYLIX SPORT MANAGEMENT (PTY) LTD does not give rise to any rights (in contract or otherwise) to access such information or records except in terms of the Act.

#### 4 CONTACT DETAILS

Name of Private Body	CAYLIX SPORT MANAGEMENT (PTY) LTD
Designated Information Officer	Mrs Rita Garrod
Email address of Information Officer:	<a href="mailto:rita@caylixsport.co.za">rita@caylixsport.co.za</a>
Postal address	P O Box Die Boord, 7613
Street address	CAYLIX SPORT MANAGEMENT (PTY) LTD 7 Krige Street, Stellenbosch
Phone number	+27 (021) 808 1442/5

#### 5 HOW TO ACCESS THE GUIDE AS DESCRIBED IN SECTION 10 OF THE ACT

The Guide described in Section 10 of the Act is due on 31 December 2011. From that date it will be available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit :The Research and Documentation Department

Postal address: Private Bag 2700 Houghton 2041

Telephone: +27 11 484-8300

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

E-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

#### 6 VOLUNTARY DISCLOSURE

CAYLIX SPORT MANAGEMENT (PTY) LTD has not published a notice in terms of Section 52(2) of the Act, however, it should be noted that the information relating to CAYLIX SPORT MANAGEMENT (PTY) LTD and its services is freely available on CAYLIX SPORT MANAGEMENT (PTY) LTD's website. Certain other information relating to CAYLIX SPORT MANAGEMENT (PTY) LTD is also made available on such website from time to time. Further information in the form of marketing brochures, advertising material and other public communication is made available from time to time.

#### 7 RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Information is available in terms of the following legislation to the persons or entities specified in such legislation:

Companies Act 61 of 1973

Income Tax Act 58 of 1962

Labour Relations Act 66 of 1995

Basic Conditions of Employment Act 75 of 1997

Unemployment Insurance Act 30 of 1966



Value Added Tax Act 89 of 1991

Electronic Communications and Transactions Act 25 of 2002

Promotion of Access of Information Act 2 of 2000

The Compensation for Occupational Injuries and Diseases Act 130 of 1993

Protection of Personal Information Act 4 of 2013

## **8 RECORDS HELD BY CAYLIX SPORT MANAGEMENT (PTY) LTD**

CAYLIX SPORT MANAGEMENT (PTY) LTD maintains records on the following categories and subject matters. However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

### **8.1 Internal records**

The following are records pertaining to CAYLIX SPORT MANAGEMENT (PTY) LTD's own affairs:

- Financial records
- Licences
- Intellectual property
- Product records;
- Statutory records;
- Records held by officials of CAYLIX SPORT MANAGEMENT (PTY) LTD.

### **8.2 Personnel records**

Personnel refers to any person who works for or provides services to or on behalf of CAYLIX SPORT MANAGEMENT (PTY) LTD and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of CAYLIX SPORT MANAGEMENT (PTY) LTD. This includes, without limitation, directors, executive directors, non-executive directors, all permanent, temporary and part-time staff as well as contract workers.

Personnel records include the following:

- Any personal records provided to CAYLIX SPORT MANAGEMENT (PTY) LTD by their personnel;
- Conditions of employment;
- Other internal records and correspondence. 4

### **8.3 Customer records**

Please be aware that CAYLIX SPORT MANAGEMENT (PTY) LTD is very concerned about protecting the confidential information of its customers. Please motivate any request for customer information very carefully, having regard to Sections 63 to 67 of the Act.

Customer information includes the following:

- Any records (personal, confidential, contractual) a customer has provided to
- CAYLIX SPORT MANAGEMENT (PTY) LTD or a third party acting for or on behalf of
- CAYLIX SPORT MANAGEMENT (PTY) LTD;
- Records generated by or within CAYLIX SPORT MANAGEMENT (PTY) LTD pertaining to customers, including transactional records.



