

Dragons Sports (Pty) Ltd

A Guide to

ACCESSING OUR INFORMATION

**Our Manual in terms of Section 51 of the
Promotion of Access to Information Act**

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Preamble

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

Introduction to this private body

Dragons Sports is an importer of action sports equipment and wholesaler to independent retailers and chain stores throughout Southern Africa. The main products are bicycles and bicycle parts and accessories, but the product range also includes bodyboards, skateboards, inline skates and cycle clothing.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

A copy of this manual is also available on our website: www.dragons.co.za.

Section A – Our details

Full Name : Dragons Sports (Pty) Ltd

Registration Number : 1994/005422/07

Street Address : 15 Solan Road
Cape Town
8001

Postal Address : PO Box 12031
Mill Street
8010

Telephone Number : 021-461 6252

Fax Number : 021-461 9273

Directors : Michael Hirschfeld, Amanda Davis, Michael Davis

Designated Information Officer : Amanda Davis

Email Address of Information Officer : amanda@dragons.co.za

Website : www.dragons.co.za

Section B – The official guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section C – Information available in terms of the Act

1. Categories of information

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- (i) Certificate of Incorporation;
- (ii) Memorandum and Articles of Association;
- (iii) Minute Book, CM25 and CM26, as well as Resolutions passed at general/class meetings;
- (iv) Annual Financial Statements including:
 - (a) Annual accounts;
 - (b) Directors' reports;
 - (c) Auditor's report.
- (v) Books of Account regarding information required by the Companies Act, 1973;
- (vi) Supporting schedules to books of account and ancillary books of account;

(b) ACCOUNTING RECORDS

- (i) Books of Account including journals and ledgers;
- (ii) Delivery notes, orders, invoices, statements, receipts and vouchers

(c) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Time worked by each employee;
- (iii) Remuneration paid to each employee.
- (iv) Date of birth of each employee;
- (v) Employment equity plan;
- (vi) Salary and wages register;

(d) OTHER EMPLOYEE RECORDS

- (i) Employee contracts;
- (ii) Human Resources Manual
- (iii) Disciplinary Records
- (iv) Leave Records

(e) PENSION AND RETIREMENT FUNDING RECORDS

- (i) Pension Fund Rules;
- (ii) Pension Fund account records;

(f) MOVABLE PROPERTY

- (i) Asset register;

(g) INTELLECTUAL PROPERTY

(i) Trademarks, trade names and protected names;

(h) AGREEMENTS AND CONTRACTS

(i) Shareholders agreement;

ii) Agreements with suppliers;

(iii) Agreements with customers;

(iv) Warranty agreements;

(v) Sale agreements;

(vi) Distributor, dealer and agency agreements;

(vii) Rental agreements

(i) TAXATION

(i) Copies of all Income Tax Returns and other tax returns and documents;

(j) INSURANCE

(i) Insurance policies;

(ii) Claim records;

(k) SALES AND MARKETING

(i) Customers;

(ii) Brochures, Newsletters and Advertising Materials;

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form as available from:

- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

Section D – Information available in terms of other legislation

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Employment Equity Act No. 55 of 1998
- Labour Relations Act No. 66 of 1995
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

Section E – Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in section A of this manual.

1. Pamphlets / Brochures.
2. Other literature or visual media intended for public viewing.