



2<sup>nd</sup> August 2016.

## BLOODHOUND SSC SOUTH AFRICA (PTY) LTD PAIA MANUAL

drafted in terms of  
Section 51 of The Promotion of Access to Information Act (Act No. 2 of 2000)  
(the "ACT")

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### 1. INTRODUCTION

The company is BLOODHOUND SSC South Africa (Pty) Ltd, REGISTRATION 2013/144271/07

### 2. COMPANY CONTACT DETAILS

(Section 51 (1)(a))

#### 2.1. Persons designated / duly authorised persons

##### 2.1.1. Directors:

2.1.1.1. Martyn Davidson (Managing Director)  
citizen and resident in the United Kingdom

2.1.1.2. Altus van Heerden (Operations Director)  
citizen and resident in the Republic of South Africa

##### 2.1.2. Managing Director:

2.1.2.1. Mr Martyn Davidson

Postal Address: Unit 3, Avonbridge Trading Estate, Atlantic Way, Avonmouth, BS11 9QD  
United Kingdom  
Telephone Number: +44-(0)117-985-6800



BLOODHOUND SSC SOUTH AFRICA (PTY) LTD  
REGISTRATION 2013/144271/07

Directors : Martyn Davidson (Managing Director), Altus van Heerden (Executive Director)

# Bloodhound SSC



Email: [martyn.davidson@bloodhoundssc.com](mailto:martyn.davidson@bloodhoundssc.com)

## 2.1.3. Duly Authorised Person:

### 2.1.3.1. Mr Altus van Heerden

Postal Address: Postnet Suite 294, Private Bag x025, Lynnwood Ridge, 0040  
Street Address: 391 Queens Crescent, MenloPark, Pretoria,0040, South Africa  
Telephone Number: +27-(0)82 782 4252  
Email: [altus.van-heerden@bloodhoundssc.com](mailto:altus.van-heerden@bloodhoundssc.com)

## 3. THE ACT

### Section 51(1) (b)

- 3.1. The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2. Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3. Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.
- 3.4. The contact details of the Commission are:
  - 3.4.1. Postal Address: Private Bag 2700, Houghton, 2041
  - 3.4.2. Telephone Number: +27-11-877 3600
  - 3.4.3. Fax Number: +27-11-403 0625
  - 3.4.4. Website: [www.sahrc.org.za](http://www.sahrc.org.za)

## 4. APPLICABLE LEGISLATION

### Section 51 (1) (c)

No	Ref	Act
4.1.	No 61 of 1973	Companies Act
4.2.	No 98 of 1978	Copyright Act
4.3.	No 55 of 1998	Employment Equity Act
4.4.	No 95 of 1967	Income Tax Act
4.5.	No 66 of 1995	Labour Relations Act
4.6.	No 89 of 1991	Value Added Tax Act



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- 4.7. No 75 of 1997 Basic Conditions of Employment Act
- 4.8. No 25 of 2002 Electronic Communications and Transactions Act
- 4.9. No 2 of 2000 Promotion of Access of Information Act
- 4.10. No 30 of 1996 Unemployment Insurance Act
- 4.11. Public Finance Management Act
- 4.12. Local Government: Municipal Finance Management Act
- 4.13. Local Government: Municipal Systems Act
- 4.14. National Environmental Management Act
- 4.15. National Water Act
- 4.16. Safety at Sport and Recreational Events Act
- 4.17. Civil Aviation Act
- 4.18. Immigration Act
- 4.19. Conventional Arms Control Act
- 4.20. Non Proliferation Act

## 5. Schedule of Records

### Section 51 (1) (d)

#### 5.1. Records

#### Availability

##### 5.1.1. Public Affairs

- 5.1.1.1. Public Product Information PAIA request
- 5.1.1.2. Public Corporate Records PAIA request
- 5.1.1.3. Media Releases Freely available on web site
- 5.1.1.4. Compliance Manuals & Policy PAIA request
- 5.1.1.5. Compliance Records PAIA request
- 5.1.1.6. Minutes of directors meetings PAIA request
- 5.1.1.7. Register of resolutions PAIA request

##### 5.1.2. Financial

- 5.1.2.1. Financial Statements PAIA request
- 5.1.2.2. Financial and Tax Records PAIA request
- 5.1.2.3. Asset Register PAIA request
- 5.1.2.4. Management Accounts PAIA request

##### 5.1.3. Marketing

- 5.1.3.1. Market Information PAIA request
- 5.1.3.2. Public Customer Information PAIA request
- 5.1.3.3. Performance Records PAIA request
- 5.1.3.4. Product Sales Records PAIA request



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- 5.1.3.5. Marketing Strategies PAIA request
- 5.1.3.6. Customer Database PAIA request

## 5.1.4. Operations

- 5.1.4.1. Event Management & Operations PAIA request
- 5.1.4.2. Venue Management & Operations PAIA request
- 5.1.4.3. Environmental Management PAIA request
- 5.1.4.4. Land Use Management PAIA request
- 5.1.4.5. Public Private Partnerships PAIA request
- 5.1.4.6. Procurement Contracts PAIA request
- 5.1.4.7. Contracts with Organs of State PAIA request

## 6. FORM OF REQUEST

### Section 51 (1) (e)

6.1. To facilitate the processing of your request, kindly:

- 6.1.1. Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).
- 6.1.2. Address your request to the Head of the Company (CEO).
- 6.1.3. Provide sufficient details to enable the COMPANY to identify:
- 6.1.4. The record(s) requested;
- 6.1.5. The requester (and if an agent is lodging the request, proof of capacity);
- 6.1.6. The form of access required;
- 6.1.7. The postal address or fax number of the requester in the Republic;
- 6.1.8. If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;

6.2. The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

## 7. PRESCRIBED FEES

### Section 51 (1) (f)



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- 7.1. Please attach the Fee schedule to the manual downloadable from the SAHRC website and the prescribed form C which is also available from the SAHRC website.
- 7.2. The following applies to requests (other than personal requests):
  - 7.2.1. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
  - 7.2.2. If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
  - 7.2.3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
  - 7.2.4. Records may be withheld until the fees have been paid.
  - 7.2.5. The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).

End

Original signed by Martyn Davidson and initialled on every page, and held at the registered office.



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