

**THE SOUTH AFRICAN PROFESSIONAL RUGBY  
PLAYERS TRUST**

**AND**

**THE SOUTH AFRICAN SEVENS RUGBY TEAM TRUST**

**AND**

**MYPLAYERS RUGBY PROPRIETARY LIMITED**

**AND**

**MYPLAYERS BENEVOLENT FUND NPC**

**AND**

**MYPLAYERS FINANCIAL SERVICES PROPRIETARY  
LIMITED**

**MANUAL IN TERMS OF THE PROMOTION OF ACCESS  
TO INFORMATION ACT 2/2000 ("THE ACT")**



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## 1. INTRODUCTION

This information manual ("the Manual") is published in terms of Section 14 of the Promotion of Access to Information 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 or Private Body and to information held by another person that is required for the exercise and/or protection of any right.

The purpose of the Act is to foster a culture of transparency and accountability in both the public and private sectors by affording any person the right of access to information to enable them to exercise and protect all of their rights to the full extent required.

This manual has been prepared in respect of the following entities:-

- (i) The South African Professional Rugby Players Trust (IT 2666/2009);
- (ii) The South African Sevens Rugby Team Trust (IT 3493/2009);
- (iii) MyPlayers Rugby Proprietary Limited (Registration Number 2009/000763/07);
- (iv) MyPlayers Financial Services Proprietary Limited (Registration Number 2014/207432/07), and
- (v) MyPlayers Benevolent Fund NPC (Registration Number 2011/011042/28)  
(hereinafter collectively referred to as "the Entities").

The purpose of this manual is to set out the procedures to be followed and criteria that have to be met for anyone (the "requester") to request access to records in the possession or under the control of the Entities.

## 2. INFORMATION OFFICERS AND CONTACT DETAILS

2.1 In terms of the Act, the Chief Executive Officer of a public body is automatically designated as Chief Information Officer. The Chief Executive's details are as follows:

Company	MyPlayers Rugby Proprietary Limited
Chief Executive	Mr Eugene Henning
Postal Address	P.O Box 44380, Claremont, 7735
Street Address	163 Uys Krige Drive, Platteklouf
Telephone number	(021) 887 5686
Fax	(0)86 624 8943

2.2 Requesters are required to address all requests to the relevant Information Officer, at the contact details listed below.

Requests may be directed to:

Company	MyPlayers Rugby Proprietary Limited
Information Officer	Mr Eugene Henning
Postal Address	P.O Box 44380, Claremont, 7735
Street Address	163 Uys Krige Drive, Platteklouf
Telephone number	(021) 887 5686
Fax number	086 624 8943
Electronic mail address	eugene@my-players.com

### **3. THE ACT**

3.1 The Act grants a requester access to records of the Entities, 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 7.

### **4. SOUTH AFRICAN HUMAN RIGHTS COMMISSION (“SAHRC”) GUIDE ON THE ACT**

A guide to the Act and the rights of requesters is available from the SAHRC or from their website: [www.sahrc.org.za](http://www.sahrc.org.za). Should you have any queries in this regard, please contact the SAHRC directly at:

The South African Human Rights Commission: PAIA Unit

The Research and Documentation Department

Private Bag 2700

Houghton

2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

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

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



**5. RECORDS**

**A. AUTOMATICALLY AVAILABLE FOR FREE**

No notice has been published in terms of section 52 of the Act. However, the following records are available at the registered office of the Entities.

No.	Description
1	Documentation and information relating to the Entities which is held by the Registrar of Companies
2	News and other Marketing Information
3	Information is also available on the MyPlayers' website: <a href="http://www.myplayers.co.za">www.myplayers.co.za</a>

*Access to these records will be granted to requesters in respect of a request for access to records, subject to the provisions of the Promotion of Access to Information Act, 2000.*

**B: RECORDS AUTOMATICALLY AVAILABLE SUBJECT TO PAYMENT OF PRESCRIBED FEE**

No.	Description
1	All documents relating to the incorporation of the Entities
2	Laws, regulations and by laws that govern the functioning and conduct of the Entities
3	Details of the auditors
4	Rules of benefit, and medical schemes and funds

*Requesters will be advised of prescribed fees on receipt of a request for access to records. Access to these records will be granted to requesters in respect of a request for access to records, subject to the provisions of the Promotion of Access to Information Act, 2000.*

## **6. OTHER APPLICABLE LEGISLATION**

Records are kept in accordance with such other legislation as applicable to the Entities, which includes, but is not limited to:

Pension Fund Act 24 of 1956

Companies Act 71 of 2008

Income Tax Act 58 of 1962

Unemployment Insurance Act 63 of 2001

Value-Added Tax Act 89 of 1991

Compensation for Occupational Injuries and Diseases Act 130 of 1993

Occupational Health and Safety Act 85 of 1993

Labour Relations Act 66 of 1995

Basic Conditions of Employment Act 75 of 1997

Employment Equity Act 55 of 1998

Skills Development Levies Act 9 of 1999

Prevention of Organized Crime Act 121 of 1998

Regulation of Interception of Communications and Provision of Communication-related Information Act 70 of 2002

Long Term Insurance Act 52 of 1998

Financial Services Board Act 97 of 1990

Consumer Protection Act 68 of 2008



## 7. ENTITIES RECORDS CLASSIFICATION KEY

Access	Classification
May be Disclosed	Public Access Document
May not be Disclosed	Request after commencement of criminal or civil proceedings [s7]
May be Disclosed	Subject to copyright
Limited Disclosure	Personal Information that belongs to the requester of that information [s61]
May not be Disclosed	Unreasonable disclosure of personal information of Natural person [s63(1)]
May not be Disclosed	Likely to harm the commercial or financial interests of third party [s64(a)(b)]
May not be Disclosed	Likely to harm the Entities or third party in contract or other negotiations [s64(c)]
May not be Disclosed	Would breach a duty of confidence owed to a third party in terms of an Agreement [s65]
May not be Disclosed	Likely to compromise the safety of individuals or protection of property [s66]
May not be Disclosed	Legally privileged document [s67]
May not be Refused	Environmental testing / investigation which reveals public safety / environmental risks [s64(2); s68(2)]
May not be Disclosed	Commercial information of Private Body [s68]
May not be Disclosed	Likely to prejudice research and development information of the Entities or a third party [s69]
May not be Refused	Disclosure in public interest [s70]

## 8. FORM OF REQUEST

To facilitate the processing of your request, kindly:

Use the prescribed form, available on the websites of the Department of Justice and Constitutional Development, at [www.doj.gov.za](http://www.doj.gov.za) or the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za).

Address your request to the Information Officer.

Provide sufficient details to enable the Entities to identify:

- (a) the record(s) requested;
- (b) the requester (and if an agent is lodging the request, proof of capacity);



- (c) the form of access required;
- (d) the postal address or fax number of the requester in the Republic;
- (e) if the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof; and
- (f) the right which reliance is placed.

## 9. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 9.1 A requester is required to pay the prescribed fee of R50.00 (fifty Rand) before a request will be processed.
- 9.2 If the preparation of the record requested requires more than the prescribed 6 (six) hours, a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).
- 9.3 A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- 9.4 Records may be withheld until the fees have been paid.
- 9.5 The Fee Structure is available on the websites of the Department of Justice and Constitutional Development, at [www.doj.gov.za](http://www.doj.gov.za) or the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za).

Signed at Platteklief on 18 December 2015



Duly authorised

Name: Eugene Henning

Designation: M.N

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