



HOLLYWOOD SPORTSBOOK HOLDINGS (PTY) LTD

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2000 (ACT 2 OF 2000)

Prepared in accordance with Section 51 of The Promotion of Access to Information Act (Act 2 of 2000) ("the Act").

The scope of this manual includes Hollywood Sportsbook Holdings (Pty) Ltd ("Hollywood") and the following related entities in which Hollywood has a direct interest :

Hollywood Sportsbook Gauteng (Pty) Ltd	Registration Number 2008/012291/07
Hollywood Sportsbook KwaZulu-Natal (Pty) Ltd	Registration Number 2008/009721/07
Hollywood Sportsbook Western Cape (Pty) Ltd	Registration Number 2008/011557/07
Hollywood Sportsbook Eastern Cape (Pty) Ltd	Registration Number 2008/011560/07
Hollywood Sportsbook Limpopo (Pty) Ltd	Registration Number 2010/023778/07
Hollywood Sportsbook Mpumalanga (Pty) Ltd	Registration Number 2012/107236/07
Hollywood Sportsbook Free State (Pty) Ltd	Registration Number 2011/133890/07
Hollywood Sportsbook Northern Cape (Pty) Ltd	Registration Number 2015/128353/07
Hollywood Sportsbook North West (Pty) Ltd	Registration Number 2015/128297/07
Shirley Kruger Racing (Pty) Ltd	Registration Number 2011/145724/07
Krugerbets (Pty) Ltd	Registration Number 2012/053556/07
Vasco Tattersalls (Pty) Ltd	Registration Number 2013/165005/07
Nemacron (Pty) Ltd	Registration Number 2013/012544/074

MHS Betting Mirror (Pty) Ltd

Registration Number 2014/232941/07

Ngunezi Racing and Sport (Pty) Ltd

Registration Number 238080/2014/07

INTRODUCTION

The information listed in this manual is available from Hollywood by means of a request in the form prescribed in section 53 of the Act. Requests can be addressed to the CEO at the address and/or contact details as indicated in paragraph 1 hereunder. All fees (if any), as prescribed in section 54 of the Act, must be paid to Hollywood before any request is processed.

Hollywood reserves the right to refuse information where it falls under a specified exemption as set out in Chapter 4 of the Act (Sections 62-70). While every effort is made to publish reliable and correct information and to update this register regularly, Hollywood cannot guarantee that this information is both complete and accurate and makes no representation regarding the fitness of this information for any purpose.

1. CONTACT DETAILS

Information required by section 51(1)(a) of the Act

1.1	Chief Executive Officer	SK Rampersadh
1.2	Postal address	P O Box 74234 Rochdale Park 4034
1.3	Street address	17 Kosi Place Umgeni Business Park Durban 4051
1.4	Business phone	031 – 263 0930
1.5	Business fax	031 – 263 0390
1.6	Website	www.hollywoodbets.net
1.7	E-mail	compliance@hollywoodbets.net

2. GUIDE ON HOW TO USE THE ACT

Information required by section 51(1)(b) of the Act

A guide on how to use the Act will be prepared by the Human Rights Commission in terms of Section 10 of the Act. Any queries can be directed to :

The South African Human Rights Commission

PAIA Unit

The Research and Documentation Department

Private Bag 2700

Houghton 2041

Forum 3 Braampark Office Park

Braamfontein

Johannesburg

Tel : 011 – 877 3600

Website: www.sahrc.org.za

E-Mail : PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Section 51(1)(d)

The following records are available in accordance with the following legislation :

- 3.1 National Gambling Act, 2004
- 3.2 National Gambling Amendment Act, 2008
- 3.3 National Gambling Regulations
- 3.4 Gauteng Gambling Board Gambling Act
- 3.5 Gauteng Gambling Board Gaming Rules
- 3.6 Gauteng Gambling Board Rules
- 3.7 KwaZulu-Natal Gaming & Betting Act, 2010
- 3.8 Western Cape Gambling & Racing Act, 1996
- 3.9 Western Cape Gambling & Racing Regulations
- 3.10 Western Cape Racing and Betting Rules
- 3.11 Western Cape Bookmaker Operational Rules
- 3.12 Eastern Cape Gambling & Betting Act, 2007
- 3.13 Eastern Cape Gambling & Betting Regulations, 1998
- 3.14 Limpopo Gambling Act, 1996
- 3.15 Limpopo Gambling Regulations
- 3.16 Mpumalanga Gambling Act
- 3.17 Mpumalanga Gambling Rules
- 3.18 Mpumalanga Gambling Regulations
- 3.19 Mpumalanga Gambling Levies Act
- 3.20 Mpumalanga Gambling Levies Regulations
- 3.21 Labour Relations Act, 1995
- 3.22 Basic Conditions of Employment Act, 1998
- 3.23 Skills Development Act, 1998
- 3.24 Skills Development Levies Act, 1999
- 3.25 Employment Equity Act, 1998
- 3.26 Unemployment Insurance Act, 2001
- 3.27 Occupational Health and Safety Act, 1993

- 3.28 Occupational Health and Safety Regulations
- 3.29 Unemployment Contributions Act
- 3.30 Unemployment Insurance Act
- 3.31 Compensation for Occupational Injuries and Diseases Act, 1993
- 3.32 Income Tax Act, 1962
- 3.33 Value Added Tax Act, 1991
- 3.34 Companies Act, 2008
- 3.35 Liquor Act, 2003
- 3.36 Financial Intelligence Centre Act, 2001
- 3.37 Broad-Based Black Economic Empowerment Act, 2003
- 3.38 Promotion of Access to Information Act, 2000

4. ACCESS TO RECORDS HELD BY HOLLYWOOD

Section 51(1)(c) and 51(1)(e)

- 4.1 The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of Section 52(2): NIL
In the absence of Section 52(2) notice, certain records are freely available without request on Hollywood's website : www.hollywoodbets.net.
- 4.2 The subjects on which the private body holds records and the categories on each subject in terms of Section 51(1)(e) are listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with Sections 62 to 69 of the Act.
 - 4.2.1 **Administration information**
 - 4.2.1.1 Accounting records
 - 4.2.1.2 Annual financial statements
 - 4.2.1.3 Agreements and contracts
 - 4.2.1.4 Asset register
 - 4.2.1.5 Banking records
 - 4.2.1.6 Correspondence
 - 4.2.1.7 Invoices and statements
 - 4.2.1.8 Insurance policies
 - 4.2.1.9 Licences
 - 4.2.1.10 Management reports
 - 4.2.1.11 Minute books
 - 4.2.1.12 Tax reports and returns
 - 4.2.1.13 Statistics SA returns
 - 4.2.1.14 Statutory records
 - 4.2.2 **Human Resources**
 - 4.2.2.1 Employee records and information
 - 4.2.2.2 Training records, manuals, materials and reports
 - 4.2.2.3 Employment equity records and reports
 - 4.2.2.4 Disciplinary records
 - 4.2.2.5 Payroll records

- 4.2.2.6 UIF/SDL/PAYE returns
- 4.2.2.7 Leave records
- 4.2.2.8 Policies and procedures
- 4.2.2.9 Retirement benefit records
- 4.2.3 **Information management and technology**
- 4.2.4 **Marketing**
- 4.2.4.1 Internet
- 4.2.4.2 Marketing and advertising pamphlets and brochures
- 4.2.5 **Operations**
- 4.2.6 Operational procedures
- 4.3 **Customer related records**
- 4.3.1 Customer details
- 4.4 General information on the private body can be accessed via the internet on www.hollywoodbets.net which is available to all persons who have access to the internet.

5. THE REQUEST PROCEDURES

It is important to note that the successful completion and submission of an access request form does not automatically allow the requestor access to the requested record. An application for access to a record is subject to certain limitations if the requested record falls within a certain category as specified within Part 3 of Chapter 4 of the Act. If it is reasonably suspected that the requestor has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against such requestor.

- 5.1 The requestor must use the prescribed form, as attached to this manual, to make the request for access to a record. This must be made to the designated head referred to in paragraph 1 above.
- 5.2 The requestor must provide sufficient detail on the request form to enable the designated head to identify the record and the requestor.
- 5.3 The requestor should indicate which form of access is required.
- 5.4 The requestor should indicate if any other manner is to be used to inform the requestor and state the necessary particulars to be so informed.
- 5.5 The requestor must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 5.6 If a request is made on behalf of another person, the requestor must then submit proof of the capacity in which the requestor is making the request to the satisfaction of the head of the private body.
- 5.7 A requestor who seeks access to a record containing personal information about that requestor is not required to pay the request fee.
- 5.8 Every other requestor, who is not a personal requestor, must pay the required request fee.
- 5.9 The designated head of the private body may notify the requestor (other than a personal requestor) by notice, requiring the requestor to pay the prescribed fee (if any) before further processing the request.

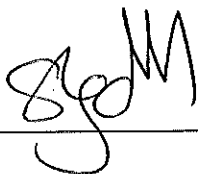
- 5.10 The fee that the requestor must pay to the private body is currently R50. The requestor may lodge an application to the court against the tender or payment of the request fee.
- 5.11 After the designated head of the private body has made a decision on the request, the requestor must be notified in the required form.
- 5.12 If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

6. AVAILABILITY OF THE MANUAL

This manual is available on Hollywood's website, from Hollywood's offices at the address set out in 1 above, and from the SAHRC.

7. FEES IN RESPECT OF PRIVATE BODIES

- 7.1 The fee for a copy of the manual is R1.10 for every photocopy of an A4 size page or part thereof.
- 7.2 The fees for reproduction are as follows ;
- 7.2.1 For every photocopy of an A4 size page or part thereof – R1.25
- 7.2.2 For every printed copy of an A4 size page or part thereof – 0.85
- 7.2.3 For a copy in computer-readable form on :
- 7.2.3.1 Memory stick – R100.00
- 7.2.3.2 For a copy of visual images – R60
- 7.2.3.3 Transcription of audio record, for an A4 size page or part thereof – R20
- 7.2.3.4 For a copy of an audio record – R30
- 7.3 The access fees payable are as follows :
- 7.3.1 For every photocopy of an A4 size page or part thereof – R1.25
- 7.3.2 For every printed copy of an A4 size page or part thereof – 0.85
- 7.3.3 For a copy in computer-readable form on :
- 7.3.3.1 Memory stick – R100.00
- 7.3.3.2 For a transcript of visual images, for an A4 size page or part thereof – R40
- 7.3.3.3 For a copy of visual images, for an A4 size page or part thereof – R60
- 7.3.3.4 Transcription of audio record, for an A4 size page or part thereof – R20
- 7.3.3.5 For a copy of an audio record – R30
- 7.3.4 To search for and prepare the record for disclosure, R300 for each hour or part thereof reasonably required for such search and preparation
- 7.3.5 For purposes of section 54(2) of the Act, six hours is the hours to be exceeded before a deposit is payable and one third of the access fee is payable as a deposit by the requestor.
- 7.3.6 The actual postage is payable when a copy of a record must be posted to a requestor.



SK RAMPERSADH – CEO

21 DECEMBER 2015

8. PRESCRIBED FORM

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000)

(Regulation 10)

A. PARTICULARS OF PRIVATE BODY

The Head : _____

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

- (a) *The particulars of the person who requests access to the record must be given below*
(b) *The address (postal and/or email) and/or fax number in the Republic to which the information is to be sent must be given*
(c) *Proof of the capacity in which the request is made, if applicable, must be attached*

Full names and surname : _____

Identity number : _____

Postal address : _____

Fax number : _____

Telephone number : _____

E-mail address : _____

Capacity in which request is made, when on behalf of another person : _____

C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

This section must be completed ONLY if a request for information is made on behalf of another person

Full names and surname : _____

Identity number : _____

D. PARTICULARS OF RECORD

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located*
(b) *If the provided space is inadequate, please continue on a separate sheet and attach it to this form. The requestor must sign all additional sheets*

Description of record or relevant part of record : _____

Reference number, if available : _____

Any further particulars of record : _____

E. FEES

- (a) A request for access to a record, other than a record containing personal information about you, will be processed only after a request fee has been paid
- (b) You will be notified of the amount required to be paid as the request fee
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption

Reason for exemption from payment of fees : _____

F. FORM OF ACCESS TO RECORD

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required

Disability : _____

Form in which record is required : _____

Mark the appropriate box below with an X

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested

1. If the record is in written or printed form					
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record		
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches etc.)					
<input type="checkbox"/>	View the images	<input type="checkbox"/>	Copy of the images*		
<input type="checkbox"/>		<input type="checkbox"/>	Transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound					
<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	Transcription of soundtrack * (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form					
<input type="checkbox"/>	Printed copy of record *	<input type="checkbox"/>	Printed copy of information derived from the record*		
<input type="checkbox"/>		<input type="checkbox"/>	Copy in computer readable form *		
*If you requested a copy or transcript of a record (above) do you wish the copy or transcription to be posted to you? Postage is payable			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

G. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the provided space is inadequate, please continue on a separate sheet and attach it to this form. The requestor must sign all the additional sheets

Indicate which right is to be exercised or protected : _____

Explain why the record requested is required for the exercise or protection of the aforementioned right : _____

H. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request

How would you prefer to be informed of the decision regarding your request for access to the record? _____

Signed at _____ this _____ day of _____

SIGNATURE OF REQUESTOR/PERSON ON WHOSE BEHALF
REQUEST IS MADE