

Mighty Blues Equestrian Club

Manual i.t.o. Section 51 of The Promotion of Access to Information Act, 2 of 2000 the "Act"

Date of compilation, 2018-11-01

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1. **Introduction:** MIGHTY BLUES EQUESTIAN CLUB, a sports club for equestrian sport in the Tshwane Region. A Non-Profit Public Benefit Company accredited by the South African Equestrian Federation.

2. Contact Details:

- a. **Directors:**
Peter Müller, Chairperson
Jan Joubert, Treasurer
Rita Ackermann, Secretary
- b. **Duly Authorized** or designated persons:
Information Officer: Rita Ackermann.
- c. **Address:**
Street Address: 418 Rossouw Street, The Willows, Pretoria
Postal Address: P O Box 72728, Lynwood Ridge, Pretoria
Telephone: 082 977 7242
Fax Number: 086 609 4212
E-mail: clubmightyblues@gmail.com
Website: <https://www.mightyblues.club/>

3. The Act;

- 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. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
 Telephone Number: +27-11-877 3600
 Fax Number: +27-11-403 0625
 Website: www.sahrc.org.za

4. Applicable Legislation:

No	Reference	Act
1	No 71 of 2008	Companies Act
2	No 110 of 1998	National Sport and Recreational Act
3	No 98 of 1978	Copyright Act
4	No 55 of 1998	Employment Equity Act
5	No 95 of 1967	Income Tax Act
6	No 66 of 1995	Labour Relations Act
7	No 89 of 1991	Value Added Tax Act
8	No 37 of 2002	Financial Advisory and Intermediary Services Act
9	No 75 of 1997	Basic Conditions of Employment Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act

5. Schedule of Records:

Record	Subject	Availability
Public Affairs	Public Corporate Records	Freely Available on website
	Media Releases	
Financial	Statements & Records	Request i.t.o. PAIA
	Tax records	
	Asset Register	
	Management Accounts	
Marketing	Public Customer Information	Freely Available on website
Membership	Member Data Base	Request i.t.o. PAIA

6. Form for Requests:

To facilitate the processing of your request, kindly:-

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za also published on club web page.
- 6.2 Address your request to the Information Officer of the Club.
- 6.3 Provide sufficient details to enable the Club to identify:
- The record(s) requested:
 - The applicant or its agent lodging the request, must submit proof of capacity;

- The request form duly completed;
 - The postal address or fax number of the requester in the Republic of SA.
 - If the applicant wishes to be informed of the decision other than in writing, particulars of the manner or mode he/she so wish to be informed in.
- 6.4 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.

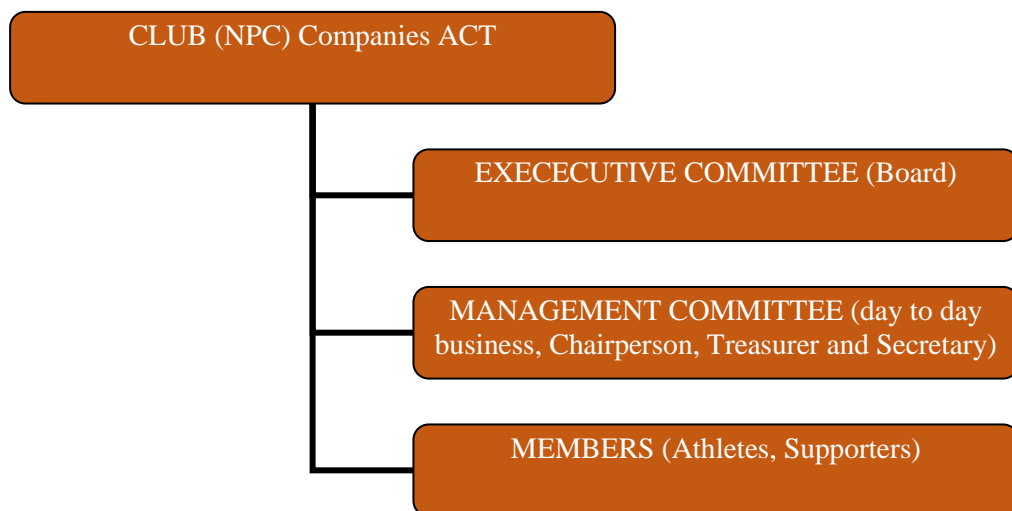
7. Prescribed Fees:

The following apply to requests other than personal requests;

- 7.1 An applicant is required to pay the prescribed fees (R50) before a request will be processed.
- 7.2 If the preparation of the record requested requires more than the prescribed 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).
- 7.3 An applicant may lodge an application with a court against the tender/payment of the request fee and /or deposit.
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the Human rights Commission www.sahrc.org.za

8. Other Information

8.1 Organogram



9. Updating of the Manual

This manual will be updated at a periodic basis not less frequently than once each year.

10. Availability of the Manual:

The manual is available in English and will be available at the Club Office itself and electronically available on the website of the Club.