




## Company PAIA Manual:

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<b>Version Number:</b>	07
<b>Release Date:</b>	1 November 2018
<b>Approved By:</b> 	<b>Allwin Language</b> General Manager

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### YOUR NEXT SYSTEM !

**DRGT Africa (Pty) Ltd**  
17 Commerce Crescent  
Eastgate Ext 13  
Sandton 2148, South Africa

**www.drgt.com**  
T.: +27 87 701 0740  
Co. Reg. No:  
2009/022643/07

**Directors**  
C. Geysler  
A. Language  
H. Adams



This manual has been prepared for Simplicity-e Gaming Solutions (Pty) Ltd in terms of the Promotion of Access to Information Act 2 of 2000:

This manual should be read in conjunction with the Promotion of Access to Information Act 2 of 2000.

### **Section 51(1)(a) - Contact details of the Information Officer:**

Name of Business:	DR Gaming Technology (Pty) Ltd
Contact Person:	Allwin Language (General Manager)
Physical Address:	17 Commerce Crescent Eastgate Ext 13 Sandton, 2148 South Africa
Postal Address:	Postnet Suite 340, Private Bag X31, Saxonwold, 2132 South Africa
Telephone Number:	+27 87 701 0740
Fax Number:	+27 866 895 455
Web Site:	<a href="http://www.drqt.be">www.drqt.be</a>
Email Address:	<a href="mailto:allwin@drqt.net">allwin@drqt.net</a>

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### **Section 51(1)(b) - Guide Description and how to access it:**

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at [www.sahrc.org.za](http://www.sahrc.org.za).

Queries can also be directed to:

The South African Human Rights Commission, PAIA Unit,

Postal Address:

Private Bag X2700

Houghton

2041

Telephone: +27 11 8773600

Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

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

### **Section 51(1)(c) - The Latest Notice in terms of Section 52(2):**

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

### **Section 51(1)(d) – Records Available in Terms of other Legislation:**

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

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- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999
- Related Gambling Acts:
  - National Gambling Act No 7 of 2004, Regulations and Rules
  - Gauteng Gambling Act No 4 of 1995, Regulations and Rules
  - Mpumalanga Gambling Act No 5 of 1995, Regulations and Rules
  - North West Casino, Gambling and Betting Act of No 13 of 1994, Regulations and Rules
  - Free State Gambling Act No 6 of 1996, Regulations and Rules
  - Kwa Zulu Natal Gambling Act No 10 of 1996, Regulations and Rules
  - Limpopo Gambling Act 2 of 2001, Regulations and Rules
  - Northern Cape Gambling and Racing Act No 5 of 1996, Regulations and Rules
  - Eastern Cape Gambling Act No 5 of 1997, Regulations and Rules
  - Western Cape Gambling and Racing Laws No 4 of 1996, Regulations and Rules
  - Liquor Act 27 of 1989,
  - Business Act 7 of 1991

### **Section 51(1)(e) – Subjects and Categories of Records Held by Simplific-it Gaming Solutions:**

A description of Records and associated Record Categories that the company holds including confidential records:

#### **1. Companies Act Records**

- Documents of Incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Records relating to the appointment of directors, auditor, secretary, public officer and other officers.
- Share Register and other statutory registers
- Shareholders Agreements

#### **2. Financial Records**

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records

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- Bank Statements
- Electronic Banking records
- Asset Register
- Rental Agreements
- Invoices

### 3. Tax Records

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
  - VAT
  - Regional Services Levies
  - Skills Development Levies
  - UIF
  - Workmen's Compensation

### 4. Personnel Documents and Records

- Employment contracts
- Employment Equity plan
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary Code
- Leave records
- Training records
- Training manuals

### 5. Other Records:

- Supplier contracts
- Customer contracts
- Computer Software licenses
- Service Provider contracts:
- Product Approvals:
  - Test Laboratory reports
  - SABS Letter's of Certification (LOCs)
  - Provincial Licensing Authority approvals

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## **Section 52(1) - Voluntary disclosure and automatic availability of certain records:**

### **1. Records that may be requested:**

- Applications, Approvals or Licence Conditions in terms of the National and Provincial Gambling Legislation.
- Company internal control procedures
- Product Information

### **2. Automatic Disclosures (section 52(1)(a))**

#### **Section 52(1)(a)(i) - For inspection:**

- Gaming Legislation: Acts, Rules and Regulations
- Gaming Licenses and Conditions
- Employee Licence Certificates
- Product Details – Manuals & Brochures

#### **Section 52(1)(a)(ii) - For copying:**

- Gaming Legislation: Acts, Rules and Regulations
- Gaming Licenses and Conditions
- Employee Licence Certificates
- Product Manuals

#### **Section 52(1)(a)(iii) - Free of Charge:**

- Product Brochures

## **Details on how to make a Request for Access to Information:**

### **1. SECTIONs 51(e):**

- The requester must complete Form C found in Annexure 1 and submit this form together with a request fee, to the Company Information Officer listed above.
- The form must be submitted to the Company Information Officer at the specified addresses, fax number, or electronic email address.
- The form must:
  - Provide sufficient particulars to enable the Company Information Officer to identify the record/s requested and to identify the requester,
  - Indicate which form of access is required

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- Specify a postal address or fax number of the requester in the Republic of South Africa
- Identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner.
- If the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

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**ANNEXURE 1:**

# FORM C

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**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000)**

**[Regulation 10]**

*Particulars of Private Body*

The  
Head: \_\_\_\_\_  
\_\_\_\_\_  
Company  
Name: \_\_\_\_\_  
Company Registration  
Number: \_\_\_\_\_

*Particulars of person requesting access to the record*

- The particulars of the person who requests access to the record must be given below.
- The address and/or fax number in the Republic to which the information is to be sent must be given.
- Proof of the capacity in which the request is made, if applicable, must be attached.

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Full names and

surname: \_\_\_\_\_

Identity

number: \_\_\_\_\_

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Postal

address: \_\_\_\_\_

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Fax

number: \_\_\_\_\_

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Telephone

number: \_\_\_\_\_

E-mail

address: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

*SAK*

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*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: \_\_\_\_\_

\_\_\_\_\_

Postal

address: \_\_\_\_\_

\_\_\_\_\_

Fax

number: \_\_\_\_\_

\_\_\_\_\_

Telephone

number: \_\_\_\_\_

E-mail

address: \_\_\_\_\_

\_\_\_\_\_

*Particulars of record*

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- 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.
- If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

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- 1 Description of record or relevant part of the record: \_\_\_\_\_  
\_\_\_\_\_
- 2 Reference number, if available: \_\_\_\_\_
- 3 Any further particulars of record: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Fees*

- A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- You will be notified of the amount required to be paid as the request fee.
- 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.
- If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees: \_\_\_\_\_  
\_\_\_\_\_

*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
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Mark the appropriate box with an X.

**NOTES:**

- Compliance with your request in the specified form may depend on the form in which the record is available.
- 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 for the record, if any, will be determined partly by the form in which access is requested.

<b>1. If the record is in written or printed form:</b>					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
<b>2. If record consists of visual images:</b> 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*		
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
<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*(flash or compact disc)		
'If you requested a copy or transcription 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				

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*Particulars of right to be exercised or protected*

▪ If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
2. Explain why the record requested is required for the exercise or protection of the aforementioned right: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*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? \_\_\_\_\_

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Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

A handwritten signature in black ink, appearing to be 'C. Geyser', is written above a horizontal dashed line.

SIGNATURE OF REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS MADE

NAME OF REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS MADE

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