

SECTION 51 MANUAL FOR UNDERDOG PRODUCTIONS PTY LTD.

PTY REGISTRATION NUMBER 2002/005178/07

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INTRODUCTION TO UNDERDOG PRODUCTIONS PTY LTD

The Company is a cross media content creator dealing in television, interactive, web and print design and production.

PARTICULARS IN TERMS OF SECTION 51

1. CONTACT DETAILS

The CEO – Mr. Marc Schwinges is the information officer dealing with requests for information in terms of the promotion of section 51 of the Promotion of Access to Information Act (PAIA).

Postal address: P.O Box 30
Melrose Arch
2076

Street address: 25 Gavin Ave
Blairgowrie
2194

Telephone: +27 11 483-8800

Facsimile: +27 86 617-1128

E-mail: info@underdog.co.za

2. DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)

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 English.

The Guide is available for inspection, inter alia, at the office of the offices of the Underdog Productions (Pty) Ltd, by appointment at 25 Gavin Ave, Blairgowrie, and on its website at www.underdog.co.za.

3. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

Records are kept at the physical address of the Company in terms of the Companies Act No 61 of 1973.

4. CATEGORIES OF RECORDS OF THE COMPANY WHICH ARE AVAILABLE WITHOUT HAVING TO REQUEST ACCESS 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.

5. SUBJECTS AND CATEGORIES OF RECORDS HELD BY UNDERDOG PRODUCTIONS (Pty) Ltd: SECTION 51(1)(e)

5.1 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

5.2 FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Bank Statements Paid Cheques Electronic banking records
- Asset Register
- Rental Agreements
- Invoices

5.3 INCOME 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
 - Skills Development Levies (if applicable)
 - UIF
 - Workmen's Compensation

5.4 PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Medical Aid records
- Disciplinary records
- Salary records
- SETA records (if applicable)
- Disciplinary code
- Leave records
- Training records

6. DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

Form of request:

- ❖ The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the company.
- ❖ The form must:
 - provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester,
 - indicate which form of access is required,
 - specify a postal address or fax number of the requester in the Republic,
 - 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.

Signed for Underdog Productions (Pty) Ltd, on this the 7th Day of March 2015 at Blairgowrie Johannesburg.



Marc Schwinges
CEO Underdog Productions

7. PRESCRIBED FEES FOR PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R3,50 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page	
Or part thereof	3,50
(b) For every printed copy of an A4-size page or part	
Thereof held on a computer or in electronic or machine-	
readable form	2,00
(c) For a copy in a computer-readable form on –	
(i) compact disc	70,00
(d) (i) For a transcription of visual images,	
for an A4-size page or part thereof	60,00
(ii) For a copy of visual images	80,00
(e) (i) For a transcription of an audio record,	
for an A4-size page or part thereof	60,00
(ii) For a copy of an audio record	80,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 1s R80,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(1)(a) For every photocopy of an A4-size page or	
part thereof	3,10
(b) For every printed copy of an A4-size page or part thereof	
held on a computer or in electronic machine-readable form	1,75
(c) For a copy in a computer-readable form on –	
(i) own supplied memory stick	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images	
for an A4-size page or part thereof	60,00
(ii) For a copy of visual images	80,00

- (e) (i) For a transcription of an audio record,
 - for an A4-size page or part thereof 60,00
 - (ii) For a copy of an audio record 40,00
- (f) To search for and prepare the record for disclosure, R500,00 for each hour or part of an hour reasonable required for such search and preparation.
- (2) For purposes of section 54(2) of the Act, the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable, and
 - (b) one third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.



8. PRESCRIBED FORMS

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]

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 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 made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed <i>ONLY</i> 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 separated folio and attach it to this form.
The requester must sign all the additional folios. |
|--|

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

E. Fees

- | |
|---|
| (a) A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.
(b) You will be <i>notified</i> of the amount required to be paid as the request fee.
(c) The fee payable for access to a record depends <i>on</i> the form <i>in</i> which access is required and the reasonable time <i>required</i> 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 with a X.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (c) 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.
- (d) 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 written or printed form:

Copy of record*	Inspection of record
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2. If record consists of visual images

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)

View images	Copy of images	Transcription of images*
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3. If record consists of recorded words or information which can be reproduced in sound:

Listen to the soundtrack (CD)	Transcription of soundtrack* (written or printed document)
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4. If record is held on computer or in an electronic or machine-readable form:

Printed copy of record*	Printed copy of information derived from the record*	Copy in computer readable form* (compact disc)
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*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**

G. 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:

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 _____ 20__

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE