

**Holdsport Limited**  
(Registration Number 2006/022562/06)

**1. THE MANUAL**

This manual has been prepared in terms of the section 51 of the Promotion of Access to Information Act 2/2000 (“PAIA”), and was drafted to assist potential requesters with making an application for access to information / documents from Holdsport Limited.

The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public. A requester must contact the Information Officer as stipulated below, should he/she require any assistance in respect of the use of this manual, and/or when requesting documents and/or information from Holdsport Limited in terms of the manual.

**2. INTRODUCTION TO HOLDSPORT**

Holdsport Limited is an investment holding company whose shares are listed on the JSE Securities Exchange (SA) and whose subsidiaries, through their operating divisions, namely Sportsmans Warehouse, Outdoor Warehouse and Performance Brands, retail and wholesale sports and outdoor apparel, equipment and footwear.

**3. PARTICULARS [Section 51(1)(a)]**

**Business Name:** Holdsport Limited

**Registered Office:** The Mill House, 1 Canterbury Street, Cape Town, 8001

**Postal Address:** PO Box 2721, Cape Town, 8000

**Directors:** KG Hodgson, EA Haarburger, JP Loubser, SA Muller, BD Hopkins, M Vilakazi, CF Sonn

**Chief Executive Officer:** K Hodgson

**Information Officer:** JP Loubser

**Tel number of Information Officer:** 021 464 5366

**Fax number of Information Officer:** 021 461 0874

**E-Mail address of Information Officer:** [cobus@moresport.co.za](mailto:cobus@moresport.co.za)

**4. GUIDANCE [Section 51(1)(b)]**

To gain access to the Human Rights Commission's website which provides a guide to the Act, browse using an Internet web browser to <http://www.sahrc.org.za>. Alternatively call the Human Rights Advice Line on: 086-012-0120 or e-mail queries to [info@sahrc.org.za](mailto:info@sahrc.org.za).

**5. NOTICES [Section 51(1)(c)]**

At this stage no Notice(s) has / have been published.

**6. RECORDS** [Section 51(1)(d) & Section 51(1)(e)]

Holdsport Limited keeps information / documents in accordance with the following legislation, if and where applicable (please note that this is not an exhaustive list):

1. Basic Conditions of Employment Act No. 75 of 1997
2. Closed Corporation Act No. 69 of 1984
3. Companies Act No. 61 of 1973
4. Companies Act No. 71 of 2008
5. Compensation of Occupational Injuries and Diseases Act No. 130 of 1993
6. Competition Act No. 89 of 1998
7. Consumer Protection Act No. 68 of 2008
8. Currency and Exchanges Act No. 9 of 1933
9. Customs and Excise Act No. 91 of 1964
10. Electronic Communications and Transactions Act No. 25 of 2002
11. Employment Equity Act No. 55 of 1998
12. General Pensions Act No. 29 of 1979
13. Import and Export Control Act No. 45 of 1963
14. Income Tax Act No. 58 of 1962
15. Income Tax Act No. 95 of 1967
16. Insolvency Act No. 24 of 1936
17. Intellectual Property Laws Amendments Act No. 38 of 1997
18. Labour Relations Act No. 66 of 1995
19. National Environmental management : Waste Act No. 59 of 2008
20. Occupational Health and Safety Act No. 85 of 1993
21. Patents Act No. 57 of 1978
22. Pension Funds Act No. 24 of 1956
23. Promotion of Access to Information Act No. 2 of 2000
24. Skills Development Act No. 97 of 1998
25. Skills development Levies Act No. 9 of 1999
26. Stock Exchange Control Act No. 1 of 1985
27. Trademarks Act No. 194 of 1993
28. Unemployment Insurance Act No. 63 of 2001
29. Value – Added Tax Act No. 89 of 1991

Certain information is freely available on our websites at:

<http://www.sportsmanswarehouse.co.za>

<http://www.outdoorwarehouse.co.za>

<http://www.firstascent.co.za>

<http://www.holdsport.co.za>

The Information Officer will determine the availability of any other information upon receipt of requests.

**7. FEES in Respect of Requests for Information** [Section 51(1)(f)]

The fees listed here are set out in Annexure A to the Regulations under section 92 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), and may be subject to changes by the Minister from time to time.

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 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:

For every photocopy of an A4-sized page or part thereof:	R1,10
For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form:	R0,75
For a copy in a computer-readable form on:	
(i) stiffer disc	R7,50
(ii) compact disc	R70,00
For a transcription of visual images, for an A4-size page or part thereof	R40,00
For a copy of visual images	R60,00
For a transcription of an audio record, for an A4-size page or part thereof	R20,00
For a copy on an audio record	R30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

For every photocopy of an A4-sized page or part thereof:	R1,10
For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form:	R0,75
For a copy in a computer-readable form on:	
(i) stiffer disc	R7,50
(ii) compact disc	R70,00
For a transcription of visual images, for an A4-size page or part thereof	R40,00
For a copy of visual images	R60,00
For a transcription of an audio record, for an A4-size page or part thereof	R20,00
For a copy on an audio record	R30,00
To search for and prepare the record for disclosure, for each hour or part of an hour reasonably required for such search and preparation.	R30,00

5. 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.
6. The actual postage is payable when a copy of a record must be posted to a requester.

Please note that certain of Holdsport Limited's subsidiaries are registered under the Value-Added Tax Act (Act No. 89 of 1991) as a vendor and may in terms thereof add value-added tax (VAT) to all fees prescribed.

## 8. APPLICATION FORM to apply for information (Request for access to record of private body) [Section 53(1)]

A request must be set out in the prescribed form and must be forwarded to the Information officer. Sufficient detail of the request made must be provided on the request form to enable the Information Officer to clearly identify the record as well as the requester's specific identity, and positive proof of identification must be provided by the requester. You can download the Application Form [here](#).