



**MANUAL IN TERMS OF SECTION 14  
OF THE  
PROMOTION OF ACCESS TO INFORMATION  
ACT, 2000**

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This document is also available in the following  
languages: SepediisiZulu

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## 10. 1. STRUCTURE AND FUNCTIONS

The National Lotteries Commission (“the commission”) is a statutory, regulatory body established in terms of the Lotteries Act, 1997 (Act No. 57 of 1997) (“the Lotteries Act”).

The Commission exercises overall authority over the affairs of the office of the Commission (NLC”) and the National Lottery Distribution Trust Fund (“NLDTF”). The Commission is, in conjunction with the Commissioner, responsible for the general conduct of its operations as well as the operations of the NLDTF and the Distributing Agencies (“DAs”).

The functions of the Commission as specified in the Lotteries Act, 1997 are to:

- Advise the Minister on the issuing of the licence to conduct the National Lottery; Ensure that the National Lottery and Sports Pools are conducted with all due propriety;
- Ensure that the interests of every participant in the National Lottery are adequately protected;
- Ensure that the net proceeds of the National Lottery are as large as possible;
- Administer the NLDTF and hold it in trust;
- Monitor, regulate and police lotteries incidental to exempt entertainment, private lotteries, society lotteries and any competition contemplated in section 54 of the Lotteries Act;
- Advise the Minister on percentages of money to be allocated in terms of section 26(3) of the Lotteries Act;
- Advise the Minister on the efficacy of legislation pertaining to lotteries and ancillary matters;
- Advise the Minister on establishing and implementing a social responsibility program in respect of lotteries;
- Administer and invest the money paid to the Commission in accordance with the Lotteries Act;
- Perform such additional duties in respect of lotteries as the Minister may assign to the Commission;
- Make such arrangements as may be specified in the license for the protection of prize monies and sums for distribution; and
- Advise the Minister on any matter relating to the National Lottery and other lotteries or any other matter on which the Minister requires the advice of the Commission.

The Minister of Trade and Industry also formally appointed the Board to provide administrative and management support to the DAs.

The Commission comprises of the following divisions:

- Central Applications Office (“CAO”);
- Finance;
- Human Resources and Administration;
- Player Services, Media liaison and external communication; and
- Society & other lotteries, and legal Services.

## 2. CONTACT PARTICULARS

Street address:  
address:

Postal

Block B, Hatfield Gardens  
Corner Hilda & Arcadia Streets  
Hatfield  
Pretoria  
0083

P O Box 1556  
Brooklyn  
Pretoria  
0075

Tel: (012) 432 1300

Fax: (012) 432 1387

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

Information Officer: Ms T Mampane

E-mail: [info@nlcsa.org.za](mailto:info@nlcsa.org.za)

Deputy Information Officer: Tsietsi Maselwa.

E-mail: [tsietsi@nlcsa.org.za](mailto:tsietsi@nlcsa.org.za)

## 3. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("Information Act"), may obtain a copy of the information guide issued by the Human Rights Commission in the above mentioned official languages, from:

The Human Rights  
Commission Private Bag  
2700  
Houghton  
2041

Telephone: 011-484 8300

Facsimile: 011-484 7149

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

#### **4. DESCRIPTION OF RECORDS HELD BY THE BOARD**

Information, which is not readily available, as indicated in paragraph 5 of this manual, may be requested in accordance with the procedure prescribed in terms of the Information Act.

Copies of the prescribed forms to be completed for submitting a request are available from the Information Officers of the Commission as indicated above.

##### **Information held:**

#### **4.1 Central Applications Office**

- Grants allocated in the following
- sectors: Arts, Culture and National
- Heritage Charities
- Miscellaneous Purposes
- Sport and Recreation
- Minutes of relevant DA meetings
- Status of applications
- Public calls for applications and relevant forms

#### **4.2 Finance**

- Past and current approved budgets
- Audited Financial Statements
- Particulars of suppliers of various goods and services
- Other information the PFMA requires in year reporting and planning
- documentation Approved Finance policies
- Details of Bankers

#### **4.3 Human Resources and Administration**

- Organogram
- Personal particulars of staff members
- Structured salaries and benefits payable
- Disciplinary profile of staff members
- Human Resources & Administration
- Policies Vacancies at the NLC
- Operating and finance leases

#### **4.4 Player Services, Media Liaison and external communication.**

- Annual Report
- Particulars of Board Members
- Particulars of Board Sub-committee members
- Legislation
- Advertisement
- s Brochures
- Media
- Releases
- General Information for Players

#### 4.5 Society & other Lotteries and Legal Services

- Application Forms
- Certificates Issued
- Legal Opinions
- Regulations
- Licence to Operate the National Lottery
- Board Minutes
- Contracts with Suppliers and Service Providers
- Grant Agreements

#### 5. PROCEDURES FOR THE REQUEST OF INFORMATION

A requester will be given access to a record of the NLC if the following conditions are met:

- The requester complies with all the procedural requirements in the Information Act relating to the request for access to that record; and
- Access to that record is not refused on any ground of refusal mentioned in the Information Act.

Nature of the request:

- A requester must use the form that has been printed in the Government Gazette (Govt. Notice R187 – 15 February 2002) (Form A) Please refer to Annexure A.
- If the requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [s 18 (2) (f)].
- If a requester is unable to read or write, or has a disability, then they can make the request for the record orally. The information officer must then fill in the form on behalf of such a requester and give them a copy [s 18 (3)].

There are two types of fees required to be paid in terms of the Information Act, being the request fee and the access fee [s 22:]

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The information officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The request fee payable to public bodies is R35. The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.
- After the information officer has made a decision on the request, the requester must be notified of such a decision in the way in which the requester wanted to be notified in.

- If the request is granted then a further access fee must be paid for the search, preparation, reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

## **6. PRESCRIBED FEES**

Information, other than that readily available on the NLC website, is available in hard copy only at a fee of R0.60 per page plus VAT plus postage.

The only exception being the Licence to operate the National Lottery which is available at R500.00 plus VAT plus postage and excludes all schedules.

## **7. HOW TO GAIN ACCESS TO THESE SERVICES**

To gain access to the services at the National Lotteries Commission, all requests must be made to the Commission on the prescribed requisition forms as per the contact details in section 2 of this document.

## **8. PARTICIPATION TO FORMULATE POLICY/EXERCISE POWERS**

The Commission determines policy and exercises the powers afforded to it by the Lotteries Act and is assisted by various sub-committees, while decisions are carried out by the CEO and other staff.

## **9. DESCRIPTION OF REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY THE NLB**

If a request for information in terms of the Information Act issued by the NLC, the requester may, within 60 days and in the prescribed form and against payment of the prescribed appeal fee, lodge an internal appeal against the decision of the information officer in accordance with the provisions of section 75 of the Information Act. If an internal appeal is lodged after expiry of the prescribed period, the NLC will, on good cause shown, allow such late lodging.

**FORM A**  
**REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

(Section 18 (1) of the Promotion of Access to Information Act, 2000 (Act No.2 of 2000) [Regulation 2]

<p>FOR DEPARTMENTAL USE</p> <p>Reference number: .....</p> <p>Request received by (state rank, name and surname of information officer/deputy information officer) on (date) at (place).</p> <p>Request fee (if any): R .....</p> <p>Deposit (if any) R .....</p> <p>Access fee: R .....</p> <p>SIGNATURE OF HEAD OF REGISTRY: .....</p>
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**A. Particulars of person requesting access to the record**

<p>(a) The particulars of the person who requests access to the record must be recorded below.</p> <p>(b) Furnish an address and/or fax number in the Republic to which information must be sent.</p> <p>(c) Proof of the capacity in which the request is made, if applicable, must be attached.</p>
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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:

.....

**B. 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: .....

**C. 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 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:

**D. Fees**

(a) A request for access to a record, other than record containing personal information about yourself, 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 therefore.

Reason for exemption from payment of fees:

.....  
 .....

**Particulars of Record**

Provide full particulars of the record to which access is requested, including the reference number/case number/project number, to enable the record to be allocated. If the provided space is inadequate please continue on a separate folio and attach it to this form.

Reference number, if available: .....

Any further particulars of record: .....

**Notice of Decision Regarding Request for Access**

You will be notified in writing whether your request has been approved/or refused.

If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

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**Classification of Information Accessible To Public**

Upon receipt of information, Registry Staff must review any confidentiality claims. All documents, which are confidential, must clearly be stamped with a red ink (confidentiality stamp) when filing the documents, the confidential pages will be bound together with the CC7 form. The order or sequence of pages should not be changed, rather rubber band or clips be used to facilitate making information available upon request.