

PROMOTION OF ACCESS TO INFORMATION ACT

ACT 2 OF 2000

PAIA MANUAL

ROBOTICS LEAGUE (PTY) LTD

Registration Number: 2022/348312/07

Compiled in terms of Section 51 of the
Promotion of Access to Information Act 2 of 2000

Date of Compilation: August 2025

Last Reviewed: June 2026

1. Introduction

The Promotion of Access to Information Act 2 of 2000 ("PAIA" or "the Act") gives effect to the constitutional right of access to information held by both public and private bodies, as provided for in section 32 of the Constitution of the Republic of South Africa, 1996.

This manual has been compiled by Robotics League (Pty) Ltd ("the Company") in accordance with section 51 of PAIA. It is intended to assist members of the public and other interested parties to effectively exercise their right of access to information held by the Company.

This manual must be read in conjunction with PAIA and any regulations promulgated thereunder. A copy of this manual has been submitted to the South African Human Rights Commission ("SAHRC") as required by the Act and is available on the Company's website.

2. Company Information

Company Name	Robotics League (Pty) Ltd
Registration Number	2022/348312/07
Tax Reference Number	9775398184
Physical Address	42 Eland Road, Robin Hills, Randburg, Gauteng, 2194
Postal Address	42 Eland Road, Robin Hills, Randburg, Gauteng, 2194
Telephone Number	0844440909
Email Address	info@roboticsleague.co.za
Website	https://robotics-league.co.za/
Financial Year End	February
Date of Registration	10 March 2022
Nature of Business	Robotics education and training, with competitions as a supplementary activity
Enterprise Status	In Business

3. Information Officer Details

In terms of section 1 of PAIA, the head of a private body - or a person duly authorised by the head - is the Information Officer of that body and is responsible for ensuring compliance with PAIA and for processing requests for access to information.

3.1 Information Officer

Name	Mr Marthinus Nel
Designation	Director
Email Address	info@roboticsleague.co.za
Telephone	0844440909
Postal Address	42 Eland Road, Robin Hills, Randburg, Gauteng, 2194

3.2 Deputy Information Officer

The following person has been designated as Deputy Information Officer in terms of section 17 of PAIA:

Name	Mr Bradley Graham Beyleveld
Designation	Director
Email Address	info@roboticsleague.co.za
Telephone	0844440909
Postal Address	42 Eland Road, Robin Hills, Randburg, Gauteng, 2194

4. Guide on How to Use the Act

The SAHRC has compiled a guide on how to use PAIA as contemplated in section 10 of the Act. This guide is available from the SAHRC at no charge.

Organisation	South African Human Rights Commission (SAHRC)
Website	www.sahrc.org.za
Email	paia@sahrc.org.za
Telephone	+27 11 877 3600
Address	29 Princess of Wales Terrace, Parktown, Johannesburg, 2193

5. Records Available Without a Formal Request

The following records are publicly available and may be accessed without submitting a formal PAIA request:

- Information published on the Company's website: <https://robotics-league.co.za/>
- General company registration information filed with the Companies and Intellectual Property Commission (CIPC)
- This PAIA manual (available on the Company's website and from the Information Officer on request)
- Published marketing materials and programme brochures

6. Categories of Records Held

Robotics League (Pty) Ltd holds the following categories of records. Access to these records is subject to the provisions of PAIA and may be refused on the grounds set out in the Act.

6.1 Corporate and Governance Records

- Memorandum of Incorporation (MOI) and amendments
- Certificate of Incorporation
- Director resolutions and minutes of meetings
- CIPC filings and annual returns
- Company policies, procedures, and internal governance documents

6.2 Financial Records

- Annual financial statements
- Management accounts
- General ledger and accounting records
- Bank statements and payment records
- Invoices, receipts, and purchase orders
- Tax records and SARS submissions (including VAT, PAYE, UIF, SDL)
- Budgets and financial projections
- Payroll records

6.3 Student and Learner Records

- Enrolment and registration forms
- Attendance registers
- Assessment results, progress reports, and certificates
- Awards and achievement records
- Parental/guardian consent forms (for minor students)

- Communication records with students, parents, and guardians
- Student personal information (held in accordance with POPIA)

6.4 Employee and Human Resources Records

- Employment contracts and offer letters
- Payroll and remuneration records
- Leave records
- Performance appraisal and review records
- Training and development records
- Disciplinary and grievance records
- Personnel files
- UIF, PAYE, and SDL records

6.5 Educational and Programme Records

- Robotics education curricula and training materials
- Course content, lesson plans, and instructional resources
- Programme schedules and timetables
- Facilitator and coach records
- Proprietary teaching and learning materials

6.6 Competition and Event Records

- Competition registration records
- Participant information and consent forms
- Competition rules, schedules, and results
- Event planning and logistics records
- Venue agreements and booking records

6.7 Supplier and Third-Party Records

- Supplier and service provider contracts
- Sponsorship and partnership agreements
- Service level agreements
- Invoices and payment records
- Vendor correspondence

6.8 Marketing and Communications Records

- Marketing and promotional materials
- Social media content and records
- Email communications and subscriber lists (held with consent)
- Media releases and public communications
- Photography and video recordings of events (obtained with consent)

6.9 Information Technology Records

- IT systems and network records
- Data processing and storage records
- Software licences and user access records
- Cybersecurity and data protection records
- Website and digital platform records

6.10 Legal and Insurance Records

- Contracts and commercial agreements
- Legal correspondence and opinions
- Insurance policies
- Regulatory compliance records

7. How to Submit a Request for Access to Information

7.1 Prescribed Form

A request for access to records held by Robotics League (Pty) Ltd must be submitted on Form C as prescribed in the PAIA Regulations. Form C is available from:

- The SAHRC website at www.sahrc.org.za
- The Information Officer, upon request
- The Information Regulator's website at www.justice.gov.za/inforeg/

7.2 How to Submit the Request

Completed Form C must be submitted to the Information Officer at:

Email	info@roboticsleague.co.za
Postal Address	42 Eland Road, Robin Hills, Randburg, Gauteng, 2194
Attention	Information Officer: Mr Marthinus Nel

7.3 Required Information

The request must include the following information:

- Full name and contact details of the requestor
- Capacity in which the request is made (if acting on behalf of another person)
- A sufficiently clear description of the records requested
- The form in which access is required (e.g., copy, inspection, electronic copy)
- Whether the request relates to the requestor's own personal information
- If the request is on behalf of a third party: proof of capacity and written consent from that party

7.4 Response Timelines

Robotics League (Pty) Ltd will respond to a PAIA request within 30 days of receipt of the properly completed Form C and payment of the applicable request fee. This period may be extended by a further 30 days in circumstances permitted under the Act, with written notice to the requestor.

8. Fees

8.1 Request Fee

A prescribed request fee (excluding personal requestors seeking access to their own personal information) is payable before the request is processed. The applicable amount is as prescribed in the PAIA Regulations and updated from time to time.

8.2 Access Fee

If the request is granted, an access fee may be charged to cover the reasonable costs of reproduction, search, and preparation of the records. The applicable fee schedule is available from the Information Officer.

8.3 Deposit

Where the projected access fee exceeds a prescribed threshold, the Information Officer may require a deposit before processing the request, as provided for in the PAIA Regulations.

8.4 Fee Waiver

The Information Officer may waive the applicable fees if the requestor satisfactorily demonstrates that payment of the fee would cause substantial financial hardship.

9. Grounds for Refusal of Access

Access to records may be refused on the grounds set out in sections 63 to 70 of PAIA. These include, but are not limited to, the following:

- Protection of the privacy of a third party, involving an unreasonable disclosure of personal information (section 63)
- Protection of the commercial information of a third party - trade secrets or financial, commercial, scientific, or technical information whose disclosure could harm that party's interests (section 64)
- Protection of the confidential information of a third party obtained in confidence (section 65)
- Protection against endangerment of the safety or life of an individual (section 66)
- Protection of records privileged from production in legal proceedings (section 67)
- Protection of the commercial information of the private body itself (section 68)
- Protection of research information where disclosure could expose the body conducting the research to serious disadvantage (section 69)
- Where the record cannot be found or does not exist (section 23)

Refusal does not apply where the relevant person has consented to disclosure, or where the record is already publicly available.

10. Remedies Available to a Requestor

A requestor who is aggrieved by the decision of the Information Officer has the following remedies:

10.1 Application to Court

A requestor may apply to the High Court for relief where:

- A request is refused
- No response is received within the prescribed period
- The requestor is aggrieved by the access fee or deposit demanded
- Access is given to a record that should have been refused

10.2 Complaint to the Information Regulator

As an alternative to approaching the High Court, a requestor may lodge a complaint with the Information Regulator, which may investigate and take appropriate action.

Organisation	Information Regulator (South Africa)
Website	www.justice.gov.za/infoREG/
Email	infoREG@justice.gov.za
Telephone	+27 10 023 5200
Address	JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

11. Protection of Personal Information (POPIA)

Robotics League (Pty) Ltd processes personal information in accordance with the Protection of Personal Information Act 4 of 2013 ("POPIA") and the conditions for lawful processing set out therein.

11.1 Categories of Data Subjects

The Company processes personal information in respect of the following categories of data subjects:

- Students and learners (including minors under the age of 18)
- Parents and legal guardians of minor learners
- Employees, contractors, and facilitators
- Suppliers and service providers
- Competition participants
- Sponsors and partners
- Website users and newsletter subscribers

11.2 Purposes of Processing

Personal information is processed for the following purposes:

- Providing robotics education, training, and programmes
- Administering competitions, events, and activities
- Employment and human resources administration
- Financial administration, invoicing, and tax compliance
- Marketing and communications (with consent where required)
- Legal and regulatory compliance
- Ensuring the safety and wellbeing of participants (particularly minors)
- Improving educational programmes and services

11.3 Processing of Children's Personal Information

The Company takes particular care in the processing of personal information belonging to minor children. Parental or guardian consent is obtained prior to the collection and processing of any personal information of children under the age of 18. Such information is processed only for educational and administrative purposes directly related to the child's participation in the Company's programmes.

11.4 Rights of Data Subjects

Data subjects have the following rights in respect of their personal information:

- The right to be notified that personal information is being collected and processed
- The right to access their own personal information held by the Company
- The right to request correction or deletion of inaccurate, irrelevant, or outdated information
- The right to object to the processing of their personal information
- The right to opt out of direct marketing communications
- The right to submit a complaint to the Information Regulator

11.5 POPIA Contact Details

POPIA-related queries, access requests, correction requests, and complaints may be directed to the Information Officer:

Name	Mr Marthinus Nel (Information Officer)
Email	info@roboticsleague.co.za
Telephone	0844440909
Postal Address	42 Eland Road, Robin Hills, Randburg, Gauteng, 2194

12. Availability of This Manual

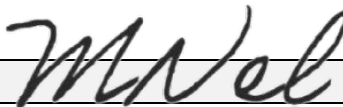
This manual is available in the following formats and locations:

- On the Company's website at <https://robotics-league.co.za/>
- In printed form from the Company's offices at 42 Eland Road, Robin Hills, Randburg, Gauteng, 2194
- By email request to info@roboticsleague.co.za
- A copy has been submitted to the SAHRC as required by section 51 of PAIA

This manual will be reviewed and updated whenever there are material changes to the Company's information holdings or to applicable legislation.

13. Certification

I, the undersigned, being the Information Officer of Robotics League (Pty) Ltd, hereby certify that this PAIA manual was compiled in good faith and accurately reflects the information holdings and procedures of the Company.



Signed by	
Name	Marthinus Nel
Designation	Information Officer / Director
On behalf of	Robotics League (Pty) Ltd
Date	19/06/2026