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## MANUAL

*IN ACCORDANCE WITH*

**THE PROMOTION OF ACCESS TO  
INFORMATION ACT (NO. 2 OF 2000)**



**AIDS HELPLINE: 0800-0123-22 Prevention is the cure**

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**RACHEL KLEINOT ATTORNEY****MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF  
ACCESS TO INFORMATION ACT, NR.2 OF 2000**

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**1. INTRODUCTION**

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from Rachel Kleinot Attorney as contemplated in terms of the Act.

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.

Any requestor is advised to contact Mrs. Kleinot should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from Rachel Kleinot Attorney.

The following words will bear the following meaning in this manual:

"the Act"	shall mean the Promotion of Access to Information Act. Nr.2 of 2000 together with all relevant regulations published;
"the/this manual"	shall mean the manual together with all annexures thereto as available at the offices of Rachel Kleinot Attorney
"RACHEL KLEINOT ATTORNEY"	shall mean Rachel Kleinot Attorney, a sole practitioner who renders legal services including legal advice and legal representation to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	Rachel Kleinot is the Information Officer of Rachel Kleinot Attorney, to which requests for information in terms of the Act, should be addressed.

**2 CONTACT DETAILS 9Section 51(1)(a) of the Act)**

Name of body	RACHEL KLEINOT ATTORNEY
Information Officer	Rachel Kleinot
Address	26 Pretoria Street Extension Highlands North Extension Johannesburg
Postal Address	P.O. Box 412869 Craighall 2024
Telephone	011 4403398
Fax	011 7860133
E-mail	<a href="mailto:Rachelkleinot@hotmail.com">Rachelkleinot@hotmail.com</a>

**3 GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act.)**

In terms of section 10 of the Act a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act . The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the South African Human Rights Commission are as follows:

PAIA Unit  
The Research and Documentation Department  
Private Bag 2700  
HOUGHTON  
2041

Telephone:	+27 11 484 8300
Fax;	+27 11 484 0582/1360
Website:	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>
E-mail	<a href="mailto:PAIA@sahrc.org.za">PAIA@sahrc.org.za</a>

**4 NOTICES IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1) ( c) of the Act)**

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

**5 INFORMATION/DOCUMENTS AVAILABLE IN ACORDANCE WITH OTHER LEGISLATION ( Section 51(1) ( d) of the Act)**

Rachel Kleinot Attorney keeps information/documents in accordance with the following Legislation (please note that this is not an exhaustive list):

Income Tax Act Nr.58 of 1962 (Section 75)  
Attorneys Act Nr. 53 of 1979

The above records, in so far as it being of a public nature are available automatically without a person having to request thereto in terms of the Act as envisaged in Section 52

**6 DOCUMENTS /INFORMATION HELD BY RACHEL KLEINOT ATTORNEY IN TERMS OF THE ACT (Section 51(1) (e) of the Act.)**

Rachel Kleinot Attorney holds the information/documents listed herein below;

Detail relating to the operational commercial and financial interests of Rachel Kleinot Attorney.

Commercial contracts

Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements. Proposals and intellectual property of such clients)

Standard Employment Contracts

Insurance Policies

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by Rachel Kleinot Attorney is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addresses to the Information Officer and submitted agents payment of the prescribed fee.

**7 OTHER INFORMATION**

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.

**8 AVAILABILITY OF THE MANUAL (Section 5(3) of the Act.)**

- 8.1 This manual is available for inspection at the offices of Rachel Kleinot Attorney free of charge.
- 8.2 Copies of the manual may be obtained subject to the prescribed fees, at the Offices of Rachel Kleinot Attorney.
- 8.3 The manual can also be accessed on the websites of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and In the Government Gazette, does not include the request forms or fee structure. The request forms can be obtained on the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doi.gov.za](http://www.doi.gov.za)) (under "regulations")

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