



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 452

Pretoria, 19 February 2003
Februarie

No. 24492

MANUAL

IN ACCORDANCE WITH

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



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

INDEX

| Company Name | Gazette No. | Date | Page No. |
|------------------------|-------------|-----------|----------|
| Arthur Kruger Attorney | 24492 | 19-2-2003 | 3 |

ARTHUR KRUGER ATTORNEY

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NR. 2 OF 2000

| INDEX | | PAGE |
|--------------|---|-------------|
| 1. | Introduction | 1 |
| 2. | Contact details | 2 |
| 3. | Guide in terms of Section 10 of the Act | 2 |
| 4. | Notice(s) in terms of Section 52(2) of the Act | 2 |
| 5. | Information / documents available in accordance with other legislation | 3 |
| 6. | Documents / information held by Arthur Kruger, Attorney in terms of the Act | 3 |
| 7. | Other Information | 4 |
| 8. | Availability of the Manual | 4 |

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 Arthur Kruger, 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 Mr A M Kruger should he / she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from Arthur Kruger, 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 this manual together with all annexures thereto as available at the offices of Arthur Kruger, Attorney from time to time; |
| “Arthur Kruger, Attorney” | shall mean Arthur Kruger, a single practitioner attorney, who renders legal services including legal advice and legal representation to individual clients and businesses/organisations; |

"Information Officer"

Arthur Manfred Kruger has been appointed as the Information Officer of Arthur Kruger, Attorney to whom requests for information in terms of the Act should be addressed.

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

| | |
|---------------------------------------|---|
| Name of body | Arthur Kruger, Attorney |
| Sole proprietor & Information Officer | Arthur Manfred Kruger |
| Address | 10 Wessel Road, Rivonia, Sandton |
| Postal Address | P O Box 586, Johannesburg 2000 |
| Telephone | 011 807-5896/7 |
| Fax | 011 807-5898 |
| E-mail | <u>arthurkruger@worldonline.co.za</u> |

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 | <u>www.sahrc.org.za</u> |
| E-mail | <u>PAIA@sahrc.org.za</u> |

4. NOTICE(S) 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 ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

Arthur Kruger, Attorney keeps information/documents in accordance with the following legislation (please note that is not an exhaustive list) :

- ❖ Insolvency Act Nr. 24 of 1936 (Sections 134 and 155)
- ❖ Income Tax Act Nr. 58 of 1962 (Section 75)
- ❖ Companies Act Nr. 61 of 1973
- ❖ Attorneys Act Nr. 53 of 1979
- ❖ Regional Services Councils Act Nr. 109 of 1985
- ❖ Value Added Tax Act Nr. 89 of 1991 (Section 65)
- ❖ Basic Conditions of Employment Act Nr. 75 of 1997 (Section 31)
- ❖ Employment Equity Act Nr. 55 of 1998 (Section 26)
- ❖ Skills Development Act Nr. 97 of 1998
- ❖ Skills Development Levies Act Nr. 9 of 1999
- ❖ Unemployment Insurance Act Nr. 63 of 2001

Insofar as the above records are of a public nature, they are automatically available without a person having to request access thereto in terms of the Act as envisaged in Section 52.

6. DOCUMENTS/INFORMATION HELD BY ARTHUR KRUGER, ATTORNEY IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

Arthur Kruger, Attorney holds the information/documents listed herein below :

- ❖ Details relating to the operational, commercial and financial interests of Arthur Kruger, 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)
- ❖ Articles of clerkship
- ❖ Human Resources (personal information of past, present and prospective employees and partners/directors)
- ❖ 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 Arthur Kruger, 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, addressed to the Information Officer and submitted against payment of the prescribed fee.

7. **OTHER INFORMATION** (Section 51(1)(f) of the Act)

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 51(3) of the Act)

- 8.1 This manual is available for inspection at the offices of Arthur Kruger, Attorney free of charge.
 - 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Arthur Kruger, Attorney.
 - 8.3 The manual can also be accessed on the websites of the SAHRC (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 and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").
-

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001
Publications: Tel: (012) 334-4508, 334-4509, 334-4510
Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504
Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737
Cape Town Branch: Tel: (021) 465-7531

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaatsak X85, Pretoria, 0001
Publikasies: Tel: (012) 334-4508, 334-4509, 334-4510
Advertensies: Tel: (012) 334-4673, 334-4674, 334-4504
Subskripsies: Tel: (012) 334-4735, 334-4736, 334-4737
Kaapstad-tak: Tel: (021) 465-7531