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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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**S.P.PEARLMAN  
ATTORNEY**

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

**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 S.P. Pearlman Attorney as contemplated in terms of the Act.

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 S.P.Pearlman Attorney from time to time;
"S.P.Pearlman Attorney"	shall mean S.P.Pearlman Attorney, structured as 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"	The senior partner of S.P.Pearlman Attorney has been appointed as the Information Officer of S.P.Pearlman, to which requests for information in terms of the Act, should be addressed.

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

Name of body: S.P.Pearlman Attorney  
 Partner and appointed  
 Information Officer: Ms.S.P.Pearlman  
 Address: 712 Pretoria Parcade, 266 Schoeman Street, Pretoria, 0002  
 Postal address: P.O. Box 715, Pretoria, 0001  
 Telephone and Fax: (T) 012 - 322 4990, (F) 012 - 322 0051

**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.

**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)**

S.P.Pearlman Attorney keeps information/documents in accordance with relevant legislation.

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

S.P.Pearlman Attorney holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of S.P.Pearlman Attorney
- Client Data Base

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 S.P.Pearlman 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 S.P.Pearlman Attorney, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of S.P.Pearlman 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 and fee structure 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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