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## MANUAL

*IN ACCORDANCE WITH*

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



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

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**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51  
OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2  
OF 2000 ("THE ACT")**

**BRINK COHEN LE ROUX & ROODT INC**

**1 INTRODUCTION**

Brink Cohen le Roux & Roodt Inc ("BCLR") is a firm of attorneys practising from the address set out below. The purpose of this manual is to provide information to those who wish to request records in terms of the Act.

**2 POSTAL AND OTHER ADDRESSES**

**Postal address**

P O Box 2402  
Houghton  
2041

**Street Address**

19 West Street  
Houghton  
2198

**Telephone number**

(011) 242 8000

**Telefax number**

(011) 242 8001

**Electronic mail address**

info@bclr.com

**Website**

www.bclr.com

**3 THE GUIDE TO BE PUBLISHED BY THE HUMAN RIGHTS  
COMMISSION**

In terms of section 10 of the Promotion of Access to Information Act, 2 of 2000 ("the Act"), the South African Human Rights Commission must publish a Guide on how to use the Act.

The guide is, at the time of the preparation of this Manual not available. It is expected that the Guide will be available from August 2003. Queries can be directed to –

**The South African Human Rights Commission**

Postal Address: Private Bag 2700  
Houghton  
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

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

**4 DISCLOSURE IN TERMS OF SECTION 52**

No records are available in terms of section 52 of the Act.

**5 INFORMATION/DOCUMENTS HELD IN TERMS OF OTHER LEGISLATION**

The following are some of the statutes in terms of which records are held by BCLR. This is not an exhaustive list and it must be pointed out that these records are not necessarily available to requestors in terms of the Act –

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962
- Value-Added Tax Act, Act No. 89 of 1991
- Unemployment Insurance Act, Act No. 30 of 1966
- Basic Conditions of Employment Act, Act No. 75 of 1997
- Employment Equity Act, Act No. 55 of 1998
- Insolvency Act, Act No. 24 of 1936
- Occupational Health and Safety Act, Act No. 85 of 1993
- Attorneys Act, Act No. 53 of 1979
- Skills Development Act, Act No. 97 of 1998
- The Financial Intelligence Centre Act, 38 of 2001.

**6 RECORDS HELD BY BCLR**

Records relating to services performed for clients. These include correspondence, opinions, pleadings and contracts.

Records relating to employees and ex-employees. These include policies and procedures, details of employment, employee files, and remuneration data.

Financial and administrative records relating to BCLR's activities.

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## 7 CONTACT PERSONS

A request for access to records held by BCLR must be made by completing the prescribed form and by delivering, posting, transmitting or submitting it to any of the addresses referred to in paragraph 2 above.

Please note that the prescribed access fee and request fee will be charged.

Copies of the request form as well as details of the fees to be charged can be obtained at the website of the South African Human Rights Commission ([www.sahrc.org.za](http://www.sahrc.org.za)) or that of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za))

For further information please contact, Mr PAK le Roux or Ms Karen Mazzola at the above addresses.

## 8 COPIES OF THIS MANUAL

Further copies of this manual, or updated versions thereof, can be obtained or inspected at BCLR's offices at --

19 West Street  
Houghton  
2198

This manual, or updated versions thereof, can also be found on BCLR's website at :

[www.bclr.com](http://www.bclr.com)

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