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# Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA  
REPUBLIEK VAN SUID-AFRIKA

Vol. 483

Pretoria, 2 September 2005

No. 27953

## 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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# Van Zyl Le Roux & Hurter Inc.

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 Van Zyl Le Roux & Hurter Inc. 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. E Roos should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from Van Zyl Le Roux & Hurter Inc.

The following word 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 Van Zyl Le Roux & Hurter Inc. from time to time.

"Van Zyl Le Roux & Hurter Inc."	shall mean Van Zyl Le Roux & Hurter Inc. Attorneys, structured as a incorporated company with renders legal services including legal advice and legal representation to individual clients and business / organisations.
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	Mrs. Estè Roos, a partner of Van Zyl Le Roux & Hurter Inc. has been appointed as the Information Officer of Van Zyl Le Roux & Hurter Inc 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:	Van Zyl Le Roux & Hurter Inc.
Partner and appointed Information Officer:	Estè Roos
Address:	13 <sup>th</sup> Floor, SAUU Building Cnr Andries & Shoemanstraat Pretoria  Also at:  Southblock Menlyn Square Lois Laan Pretoria
Postal Address:	P.O Box 974 Pretoria 0001
Telephone:	(012) 300 5000
Fax:	(012) 300 5001 / 2
E-mail:	<a href="mailto:hurters@hurters.co.za">hurters@hurters.co.za</a>
Website Address:	<a href="http://www.attorneys.co.za/hurters">www.attorneys.co.za/hurters</a>

**3. GUIDE IN TERMS OF SECTION 10 OF THE ACT  
(Section 51(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 wished 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@ssahrc.org.za">PAIA@ssahrc.org.za</a>

**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)**

Van Zyl Le Roux & Hurter Inc. keeps records / documents in accordance with the following legislation (please note that this is not an exhaustive list):

- 
- Insolvency Act, Nr 24 of 1936 (Sections 134 and 155)
- Pension Funds Act, Nr 24 of 1966
- Income Tax, Nr 58 of 1962 (Section 75)
- Companies Act, Nr 61 of 1973
- Copyright Act, Nr 98 of 1978
- Attorneys Act, Nr 53 of 1979
- Regional Services Councils Act, Nr 109 of 1985
- Value Added Tax Act, Nr 89 of 1991 (Section 65)
- Occupational Health and Safety Act, Nr 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr 130 of 1993 (Section 97)

- Labour Relations Act, Nr 66 of 1995
- Basic Conditions of Employment Act, Nr 75 of 1997 (Section 31)
- Employment Equity Act, Nr 55 of 1998 (Section 26)
- Skills and Development Act, Nr 97 of 1998
  
- Medical Schemes Act, Nr 131 of 1998
- Skills Development Levies Act, Nr 9 of 1999
- Unemployment Insurance Act, Nr 63 of 2001

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

**6. DOCUMENTS / INFORMATION HELD BY VAN ZYL LE ROUX & HURTER INC. IN TERMS OF THE ACT (Section 51(1) (e) of the Act)**

Van Zyl Le Roux & Hurter Inc. holds information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of Van Zyl Le Roux & Hurter Inc.
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information and contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- Van Zyl Le Roux & Hurter Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- List of trademarks and pending applications
- Insurance Policies
- Rules and regulations relating to the pension fund

The Van Zyl Le Roux & Hurter Inc. website is [www.attorneys.co.za/hurters](http://www.attorneys.co.za/hurters) and it is accessible to anyone with access to the internet. It contains a profile on Van Zyl Le Roux & Hurter Inc., its contact particulars, services rendered and fields of expertise and its professional staff.

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 Van Zyl Le Roux & Hurter Inc. 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**

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 Van Zyl Le Roux & Hurter Inc. , free of charge;
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees at the offices of Van Zyl Le Roux & Hurter Inc.
- 8.3 The manual can also be accessed on the websites of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and Van Zyl Le Roux & Hurter Inc. ([www.attorneys.co.za/hurters](http://www.attorneys.co.za/hurters)) 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 form and fee structure can be obtained on the Van Zyl Le Roux & Hurter Inc. website ([www.attorneys.co.za/hurters](http://www.attorneys.co.za/hurters)).

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

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