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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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VAN HUYSSTEEN & BOTHA 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 Huyssteen & Botha 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 Mr van Huyssteen should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information/documents from Van Huyssteen & Botha Inc. 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 and with all annexures thereto as available at offices of Van Huyssteen & Botha Inc from time to time;

"Van Huyssteen & Botha Inc" shall mean Van Huyssteen & Botha Inc, structured as an incorporated company, which 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" Mr van Huyssteen has been appointed as the Information Officer of Van Huyssteen & Botha Inc

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

Name of body:	Van Huyssteen & Botha Inc	Information Officer:	Mr van Huyssteen
Address:	528 Jorissen Street, Sunnyside, Pretoria	Postal Address:	PO BOX 29683 Sunnyside 0132
Telephone:	012-3440525 Fax: 012-3442086	E-mail:	mvh@mweb.co.za

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 its 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: www.sahrc.org.za E-Mail: PAIA@sahrc.org.za

4. **NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)** - No notice(s) has / have been published.

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

Van Huyssteen & Botha Inc keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):- Insolvency Act, Nr. 24 of 1936 (Section 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); 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); Skills Development Act, Nr.97 of 1998; Skills Development Levies Act, Nr.9 of 1999; Unemployment Insurance Act, Nr.63 of 2001; Immigration Act.

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 HUYSSTEEN & BOTHA INC IN TERMS OF THE ACT (Section 21(1)(e) of the Act)

Van Huyssteen & Botha Inc holds the information / documents: Details relating to the operational, commercial and financial interests of Van Huyssteen & Botha Inc; 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; Employment Equity Report; Skills Development Report; Van Huyssteen & Botha Inc Personnel Report; Human Resources (personal information of past, present and prospective employees and partners / directors).

Van Huyssteen & Botha Inc has no website.

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 Huyssteen & Botha Inc is automatically available without a person having 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)

This manual is available for inspection at the office of Van Huyssteen & Botha Inc, free of charge.

A copy of the manual may be obtained, subject to the prescribed fees, at the offices of Van Huyssteen & Botha Inc.

B The manual can be accessed on the website of the SAHRC (www.sahrc.org.za) and will be published in the *Government Gazette*.

C 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 of 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.doi.gov.za) (under "regulations").

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