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MANUAL

IN ACCORDANCE WITH

PROMOTION OF ACCESS TO INFORMATION ACT (2/2000)

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Promotion of Access to Information Act 2 of 2000**INFORMATION MANUAL**

OF

Du Preez Attorneys

Tel: (011) 615-3609
Fax: (011) 615-0988
E-mail: chantell@pfarinha.co.za
129 Queen Street, Kinsington

1. INTRODUCTION

Du Preez Attorneys conducts a Legal Practice. The firm consists of various staff members and provides general legal services which include Litigation, Commercial, Family, and Estate related matters.

2. CONTACT DETAILS AND INFORMATION REQUIRED UNDER SECTION 51 (1)(a)

Mr. Chantell du Preez is the head of the practice and can be contacted at the address and telephone numbers set out in Annexure "A" attached hereto.

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 has been 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 has been 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

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. **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION (Section 51(1)(d) of the Act)**

Du Preez Attorneys have available, or have access to the information required by the following legislation.

This list is not necessarily exhaustive.

- a) Companies Act 61 of 1973
- b) Companies Act 71 of 2008
- c) Income Tax Act 58 of 1962
- d) Value Added Tax Act. 89 of 1991
- e) Occupational Health and Safety Act, Nr. 85 of 1993

- f) Compensation for Occupational Injuries and Diseases Act 130 of 1993
- g) Labour Relations Act 66 of 1995
- h) Basic Conditions of Employment Act 75 of 1997
- i) Employment Equity Act 55 of 1998
- j) Skills Development Act of 1998

6. DOCUMENTS / INFORMATION HELD BY RD ATTORNEYS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

6.1 INFORMATION THAT MAY BE REQUESTED IN TERMS OF THE ACT

The following information is held by Du Preez Attorneys and may or may not be disclosed, and as is evident below.

- Financial Records
- Employee documents
- Client records

CATEGORY	DESCRIPTION OF INFORMATION	DISCLOSURE
1.	Public Access document	May be disclosed
2.	Subject to copyright	May be disclosed
3.	Personal information of requester	Limited disclosure
4.	Member access document	Limited disclosure
5.	<i>Sub judice</i> , pending court proceedings	May not be disclosed
6.	Unreasonable disclosure of personal information of individual or group	May not be disclosed
7.	Likely to harm the commercial interests of a third party	May not be disclosed
8.	Likely to harm the partner of third parties in	May not be

	negotiations	disclosed
9.	Would amount to a breach of confidence in contract with a third person	May not be disclosed
10.	Likely to compromise the safety of individuals or protection of property	May not be disclosed
11.	Legally privileged documents	May not be disclosed
12.	Commercial information of holder	May not be disclosed
13.	Likely to prejudice research and development information of holder or third party	May not be disclosed

6.2 **THE REQUEST PROCEDURES**

(Section 53 of Act)

FORM OF REQUEST

- The requester must use the prescribed form attached hereto as Annexure “B” to make the request for access to a record. This must be made to the head of Du Preez Attorneys. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the Du Preez Attorneys to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of Du Preez Attorneys.

6.3 FEES

(Section 54 of the Act)

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.

- The head of Du Preez Attorneys must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- After the head of Du Preez Attorneys has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

7. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

- 7.1 This manual is available for inspection at the offices of Du Preez Attorneys, free of charge.
- 7.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Du Preez Attorneys.
- 7.3 The 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

ANNEXURE A
PROMOTION OF ACCESS TO INFORMATION ACT
ACT NO. 2 OF 2000

Nature of entity:	Sole Proprietor
Identity Number:	Du Preez Attorneys
Registration Number:	6307185112086
Physical Address:	129 Queen Street Kensington 2094
Postal Address:	Suite 109 Private Bag X10016 Edenvale 1609
Telephone Number:	(011) 615 3609
Fax Number:	(011) 615 0988
Web Address (If Available)	N/A
Owners	Chantell du Preez
Nature of business:	Attorneys

ANNEXURE B

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- | | |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached. |

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed <i>ONLY</i> if a request for information is made on behalf of another person.
--

Full names and surname:

Identity number:

D. Particulars of record

- | | |
|-----|--|
| (a) | Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. |
| (b) | If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios. |

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

E. Fees

- | | |
|-----|--|
| (a) | A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid. |
| (b) | You will be <i>notified of</i> the amount required to be paid as the request fee. |
| (c) | The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record. |
| (d) | If you qualify for exemption <i>of</i> the payment <i>of</i> any fee, please state the reason for exemption. |

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Mark the appropriate box with an X.	
NOTES: (a) Compliance with your request in the specified form may depend on the form in which the record is available. (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form. (c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

IMPORTANT Information from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

RULES

GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.



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