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M A N U A L

IN ACCORDANCE WITH

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



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

INDEX

Company Name	Gazette No.	Date	Page No.
Kent Robinson DuPlessis Inc	24446	18-2-2003	3



KENT ROBINSON DUPLESSIS INC

MANUAL

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT No. 2 OF 2000 ("the Act")

1. Part I: Particulars of the Private Body - Section 51(1)(a)

Name of business	Kent Robinson DuPlessis Inc.
Contact Person	Kingsley DuPlessis
Postal Address	PO Box 1034, MARGATE, 4275
Street Address	3159 Boyes Lane, MARGATE
Telephone Number	039-3173196
Fax Number	039-3174157
E-mail Address	general@krdup.co.za
Details of Contact Person	Fax No 039-3122271; Tel. No. 039-3173196 Cell No.0834416986

INTRODUCTION TO KENT ROBINSON DUPLESSIS INC.

Based in Margate, Kent Robinson DuPlessis Inc. is the oldest legal practice in the town, having been originally established under Milton Kinkel in the fifties. *Kent Robinson DuPlessis Inc* is a dynamic, client-focused law firm that provides legal services in nearly every area of law to business, organisations, Local Government entities and individuals. We strive to provide the highest quality legal service to our clients and take pride in *abiding* by the strict ethical codes of our profession.

2. Part II: Description and Access to the Guide - Section 51(1)(b)

The Section 10 Guide on how to use the Act. This guide will be available from the S.A. Human Rights Commission by no later than August 2003. In the interim direct enquiries to:-

The S.A. Human Rights Commission

PAIA Unit

The Research and Documentation Department, Postal Address: Private Bag 2700, Houghton, 2041

Tel. (011)484-8300, Fax.(011)484-0258

Website www.sahrc.org.za; E-Mail: paia@sahrc.org.za

3. Part III: Voluntary Disclosure and Automatic Availability of Certain Records - Section 51(1)(c)

No section 52(2) notice has yet been published by the Minister.

4. Part IV: Records available in accordance with any other legislation -Section 51(1)(d)

Information is available in terms of the following legislation, if and where applicable:-

(a) Occupational Health and Safety Act - 85 of 1993	(l) Protected Disclosure - Act 26 of 2000
(b) Compensation for Occupational Injuries and Diseases - Act 130 of 1993	(m) Electronic Communications and Transmissions - Act 25 of 2002
(c) Labour Relations - Act 66 of 1995	(n) Insolvency Act - Act 24 of 1936
(d) Income Tax -Act 58 of 1962	(o)Promotion of Access to Information - Act 2 of 2002
(e) Value-Added Tax - Act 89 of 1991	(p) Administration of Estates - Act 66 of 1965
(f) Employment Equity - Act 55 of 1998	(q) Arbitration Act - Act 42 of 1965
(g) Unemployment Insurance - Act 30 of 1966	(r) Consumer Affairs - Act 71 of 1988
(h) Skills Development Levies - Act 9 of 1999	(s) Credit Agreements - Act 75 of 1980
(i) Basic Conditions of Employment - Act 75 of 1997	(t) Insurance Act - Act 27 of 1943
(j) Companies Act - Act 61 of 1973	(u) Post Office Act - Act 44 of 1958
(k) Skills Development - Act 97 of 1998	(v) Stamp Duties Act - Act 77 of 1968
	(w)Attorneys Act - 53 of 1979

5. Part V: Access to Information - Section 51(1)(e)**5.1. Methods of Access to Manual**

- Published in Government Gazette
- A copy to be made available to the Human Rights Commission
- This manual is available for inspection at the offices of Kent Robinson DuPlessis Inc. free of charge
- Copies of the manual may be obtained, subject to the payment of the prescribed fee at the offices of Kent Robinson DuPlessis.
- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [S53(l)]
- The requester must provide sufficient detail on the request form to enable the head of the private body 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 for inform the requester and state the necessary particulars to be so informed. [S53(2)(a) and (b) and (c)].
- 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 (S53(2)(d)).J
- 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 the private body. [S53(2)(f)]

5.2 Description of Records

<p>(a) Commercial and Legal</p> <ul style="list-style-type: none"> • Contracts and Agreements • Company Confidential Information • Meeting Minutes • Shareholders • Insurance • Resolutions - Directors • Correspondence • Incorporation documentation • Statutory registers Permits; licences and Fidelity Fund Certificates • Information relating to legal proceedings <p>(b) Financial</p> <ul style="list-style-type: none"> • Financial Year-end Results • Financial Analysis and Reports • Budgets • Tax and Levies • Trust and Business account information 	<p>(c) Human Resources</p> <ul style="list-style-type: none"> • Employees Personal Information • Employees History (skills and experience) • Educational Background • Training and Development • Salaries and Wages • Contracts and Agreements • Employment Equity <p>(d) Other</p> <ul style="list-style-type: none"> • Advertising • Contracts with Suppliers • Operational Information • Client files and Client information (privileged) • Correspondence, e-mails, and backup • Registered Domain Names <p>(e) Health and Safety</p> <ul style="list-style-type: none"> • Accidents and Incident Reports
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6. Fees..

Every requester, who is not a personal requester, must pay the prescribed fees.

- The fee that the requester must pay to a private body is R50.00.
- After the head of the private body 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, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [S 54(6)]

7. Other information as may be prescribed [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulation in this regard.