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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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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT NO 2 OF 2000**

**ERIKSSON & McCONNELL
ATTORNEYS AND NOTARIES**

1. CONTACT PARTICULARS

Partners : Ian Malcolm Leonard McConnell and Russell David Stroud

50 Bisset Street
PORT SHEPSTONE

P O Box 479
PORT SHEPSTONE
4240

Tel: (039) 6822544 / 5

Fax: (039) 6823221

E-mail : emaclaw@venturenet.co.za

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel: (011) 484 8300, fax: (011) 484 7149.

**3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION,
SUBJECTS ON WHICH ERIKSSON & McCONNELL HOLD RECORDS
AND THE CATEGORIES OF RECORDS HELD :**

Information which is not readily available as indicated in paragraph 4 of this manual, may be requested in accordance with the procedure prescribed in terms of the Promotion of Access to Information Act.

Copies of the prescribed forms to be completed for submitting a request, are available from Eriksson & McConnell.

4. INFORMATION HELD :

**4.1 INFORMATION \ DOCUMENTS AVAILABLE IN ACCORDANCE
WITH OTHER LEGISLATION (Section 51 (1) (d) of the Act):**

Eriksson & McConnell keeps information \ documents in accordance with the following legislation (please note that this is not an exhaustive list):-

4.1.1 Income Tax Act, Act No 58 of 1962 (Section 75);

- 4.1.2 Value-Added Tax Act, Act No 89 of 1991 (Section 65) ;
- 4.1.3 Unemployment Insurance Act, Act No 30 of 1966 (Section 32) ;
- 4.1.4 Basic conditions of Employment Act, Act No 75 of 1997 Section 31) ;
- 4.1.5 Employment Equity Act, Act No 55 of 1998 (Section 26) ;
- 4.1.6 Compensation for Occupational Injuries and Diseases Act, Act No 130 of 1993 (Section 97) ;
- 4.1.7 Insolvency Act, Act No 24 of 1936 (Sections 134 and 155) ;
- 4.1.8 Occupational Health and Safety Act, Act No 85 of 1993 ;
- 4.1.9 Attorneys Act, Act No 53 of 1979 ;
- 4.1.10 Skills Development Act, Act No 97 of 1998.

4.2 **PROFESSIONAL AFFAIRS :**

	<u>Subjects :</u>	<u>Categories of Information:</u>
1.	Detail of employees	Contact details Full names and identity Numbers Salaries Benefits
2.	Details of clients	Contact details Personal particulars Details of legal work undertaken for and against clients
3.	Financial details of Eriksson & McConnell	
4.	Administrative matters	

5. **CATEGORIES OF RECORDS : AUTOMATIC DISCLOSURE IN TERMS OF THE ACT**

The following categories of information are automatically available from Eriksson & McConnell without a person having to request access in terms of the Act:

NIL

6. **CATEGORIES OF RECORDS : VOLUNTARY DISCLOSURE IN TERMS OF THE ACT :**

The following categories of information are voluntarily disclosed by Eriksson & McConnell subject to access thereto being requested in terms of the Act:

Information requested as contemplated in Section 50 (1) (a) and 50 (2) of the Act but subject to the provisions of Chapter 4 thereof relating to the right of refusal of access to records and information.

Any request for information must be in accordance with the provisions of Regulation 10 of Government Notice R187 dated 15 February 2002.

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