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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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HERMAN POTGIETER ATTORNEYS**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO
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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 HERMAN POTGIETER ATTORNEY 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. Herman Potgieter should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from HERMAN POTGIETER ATTORNEYS

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 together with all annexures thereto as available at the offices of HERMAN POTGIETER ATTORNEYS from time to time;
"HPA"	shall mean HERMAN POTGIETER ATTORNEYS, structured as a sole proprietor which renders legal services including legal advice and legal representation to individual clients;
"SAHRC"	shall means the South African Human Rights Commission.
"Information Officer"	The sole owner of HPA has been appointed as the Information Officer of HPA, 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:	HERMAN POTGIETER ATTORNEYS
Sole owner and appointed Information Officer:	HP POTGIETER
Address:	SUITE 2010, 20TH FLOOR COMMISSIONER STREET JOHANNESBURG
Postal Address:	P.O. BOX 11303 JOHANNESBURG 2000
Telephone:	011 331-2760
Fax:	011 3317692
E Mail:	N/A

Website:

N/A

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 wished to exercise any right contemplated in the Act. The guide will be made available on 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

Tel: +27 11 484 8300

Fax: +27 11 484 0582/1360

Website: www.sahrc.org.za

E Mail: PAIA@sagrc.org.za

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)

HERMAN POTGIETER ATTORNEYS keep information / documents in accordance with the various legislation

The above records, in so far as it being of a public Nature are 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 HERMAN POTGIETER ATTORNEYS IN TERMS OF THE ACT Section 51(1)(e) of the Act)

HERMAN POTGIETER ATTORNEYS holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of HERMAN POTGIETER ATTORNEYS
- Commercial Contracts;
- Client data base (personal information of clients, personal details information on contemplated, existing and past litigation.
- Standard Employment Contracts;
- Skills Development file
- HPA personnel detail
- Insurance Policy
- Settlement agreement / court orders

No HPA Website is available

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 HERMAN POTGIETER

ATTORNEYS 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 (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)

- 8.1 This manual is available for inspection at the offices of HERMAN POTGIETER, free of charge;
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of HERMAN POTGIETER ATTORNEYS;
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) 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 forms and fee structure can be obtained on the SAHRC (www.sahrc.org.za) or on the website of the Department of justice and Constitutional Development (www.doi.gov.za) (under "regulations").

MARIUS SWART ATTORNEYS

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 MARIUS SWART ATTORNEYS 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 MARIUS SWART should he/she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from MARIUS SWART ATTORNEYS.

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 / his manual"	shall mean this manual together with all annexures thereto as available at the offices of MARIUS SWART ATTORNEYS from time to time;
"THE FIRM"	shall mean MARIUS SWART ATTORNEYS, structured as a single practitioner which 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"	shall mean Marius Swart who has been appointed as the Information Officer of MARIUS SWART ATTORNEYS, 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	: MARIUS SWART ATTORNEYS
Partner and appointed information officer	: Mr Marius Swart
Address	: C/o BARBARA, PINE & ACACIA ROAD, PRIMROSE EAST, GERMISTON, 1401
Postal Address	: P O BOX 6702, HOMESTEAD 1412
Telephone	: 011 828 2259
Fax	: 011 828 7020
E-Mail	: legalworx@freemail.absa.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 wished to exercise any right contemplated in the Act. The guide will be made available on 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	Telephone: +27 11 484 8300
The Research and Documentation Department	Fax: +27 11 484 0582 / 1360
Private Bag 2700	Website: WWW.sahrc.org.za
HOUGHTON	E-Mail: PAIA@sahrc.org.za
2041	

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)

MARIUS SWART keeps information / documents in accordance with various legislation.

The above records, in so far as it being of a public Nature are 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 MARIUS SWART ATTORNEYS IN TERMS OF THE ACT Section 51(1)(e) of the Act)

MARIUS SWART ATTORNEYS holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of the practice;
- Commercial Contracts;
- 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);
- Personnel Report;
- Human Resources (personal information of past, present, and prospective employees and partners / Directors);
- Insurance Policies

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 MARIUS SWART ATTORNEYS 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 (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)

- 8.1 This manual is available for inspection at the offices of MARIUS SWART, free of charge.
 - 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of MARIUS SWART ATTORNEYS
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