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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

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

**COUZYNS INCORPORATED
REGISTRATION NUMBER 90/03219/21
ATTORNEYS, NOTARIES & CONVEYANCERS**

1. CONTACT PARTICULARS

Head of body: Mrs H D Erasmus

1st Floor
Ten Sixty Six Building
35 Pritchard Street
Johannesburg

P O Box 2242
Johannesburg
2000

Tel: (011) 832-1961

Fax: (011) 838-2014

E-mail: tonniee@icon.co.za

Website: www.couzyns.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 Human Rights Commission, tel: (011) 484-8300, fax: (011) 484-7149.

3. No notice in terms of Section 52(2) is available.

4. INFORMATION HELD

**4.1 Information / documents available in accordance with other legislation
(Section 51(1)(d) of the Act)**

Couzyns Incorporated keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):

- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)

- Unemployment Insurance Act, Act no. 30 of 1966 (Section 32)
 - Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
 - Employment Equity Act, Act No. 55 of 1998 (Section 26)
 - Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
 - Insolvency Act, Act No. 24 of 1936 (Sections 134 and 155)
 - Occupational Health and Safety Act, Act No. 85 of 1993
 - Attorneys Act, Act No. 53 of 1979
 - Skills Development Act, Act No. 97 of 1998
- 4.2 Records relating to the commercial, financial and professional interests of Couzyns Incorporated, including but not limited to its client data base, fee structures, commercial contracts with third parties and its business plans, systems and procedures.
- 4.3 Records of personal information of present, past and prospective employees and directors of Couzyns Incorporated.
- 4.4 Records of clients of Couzyns Incorporated containing personal information, commercial and financial information, information pertaining to contemplated, existing and past litigation, information on agreements, proposals of such clients.
- 4.5 Request for access to a record

The procedure and fees payable for requesting records may be collected on request from the head of the body or may be viewed on the website of Couzyns Incorporated.

5. VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF CERTAIN RECORDS

No categories of record are automatically available without a person having to request access in terms of this Act.
