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No. 24502

## MANUAL

*IN ACCORDANCE WITH*

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



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

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**Theunis Liebenberg Incorporated's Manual in terms of Section 51 of the Promotion of Access to Information Act****Preamble**

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

**Introduction to this private body**

- We service corporate clients by implementing effective and innovative legal products and services to build and maintain mutually profitable and long lasting business relationships.
- We provide a one stop service and the following departments cater to our clients' corporate needs: Commercial, Litigation, Conveyancing, Labour, Tax and Company.
- We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.
- Inside these pages you will be able to view the categories of information, which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

**Section A – Our details**

Full Name	: THEUNIS LIEBENBERG INC.	Registration Number	: 1995-003127/21
Telephone Number	: (011) 326-1330	Fax Number	: (011) 787-5643
Registered Address	: Cnr Main Avenue and Republic Road, Ferndale, Randburg, 2125		
Postal Address	: PO Box 2738, Randburg, 2125		
Head/CEO	: Theunis Liebenberg	Designated Information Officer	: Madelein Lindeque
Email Address of Information Officer	: madelein@tli.co.za		

**Section B – The official guide**

- Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.
- Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC.

**Section C – Information available in terms of the Act****1. Categories of information**

We hold the following categories of information:

- |                                   |                              |
|-----------------------------------|------------------------------|
| (a) STATUTORY COMPANY INFORMATION | (b) ACCOUNTING RECORDS       |
| (c) STATUTORY EMPLOYEE RECORDS    | (d) OTHER EMPLOYEE RECORDS   |
| (e) FIXED PROPERTY                | (f) MOVABLE PROPERTY         |
| (g) INTELLECTUAL PROPERTY         | (h) AGREEMENTS AND CONTRACTS |
| (i) TAXATION                      | (j) LEGAL                    |
| (k) INSURANCE                     | (l) INFORMATION TECHNOLOGY   |
| (m) SALES AND MARKETING           |                              |

**2. Procedure for requesting access to the above information**

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in annexure "A" hereto. These forms are available from:

- our information officer (whose contact details are in section A of this manual);
- the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za))
- the Department of Justice and Constitutional Development website ([www.doj.gov.za](http://www.doj.gov.za)).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

**Section D – Information available in terms of other legislation**

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- |   |   |
|---|---|
| • Administration of Estates Act No. 66 of 1965                            | • Basic Conditions of Employment Act No. 75 of 1997           |
| • Companies Act No. 61 of 1973  | • Co-operatives Act No. 91 of 1981                            |
| • Credit Agreements Act No. 75 of 1980                                    | • Custody and Administration of Securities Act No. 85 of 1992 |
| • Customs and Excise Act No 91 of 1964                                    | • Defence Act No. 44 of 1957                                  |
| • Designs Act No. 195 of 1993   | • Employment Equity Act No. 55 of 1998                        |
| • Insider Trading Act No. 135 of 1998                                     | • Labour Relations Act No. 66 of 1995                         |
| • Legal Deposit Act No. 54 of 1997  | • National Road Traffic Act No. 93 of 1996                    |
| • Public Finance Management Act No. 1 of 1999                             | • Short-term Insurance Act No. 53 of 1998                     |
| • Transfer Duty Act No. 40 of 1949  | • Unemployment Insurance Act No. 63 of 2001                   |
| • Occupational Health and Safety Act No. 85 of 1993                       | • Prevention of Organised Crime Act No. 121 of 1998           |
| • Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 |   |
| • Financial Intelligence Centre Act No. 38 of 2001                        | • Income Tax Act No. 58 of 1962                               |

Where applicable to our operations, we also retain records and documents in terms of the following statutes:

- |   |  |
|---|--|
| • Basic Conditions of Employment Act No. 75 of 1997                       | • Companies Act No. 61 of 1973         |
| • Co-operatives Act No. 91 of 1981  | • Employment Equity Act No. 55 of 1998 |
| • Financial Markets Control Act No. 55 of 1989                            | • Income Tax Act No. 58 of 1962        |
| • Insolvency Act No. 24 of 1936   | • Labour Relations Act No. 66 of 1995  |
| • Occupational Health and Safety Act No. 85 of 1993                       | • Prescription Act No. 68 of 1969      |
| • Sectional Titles Act No. 95 of 1986                                     | • Stamp Duties Act No. 77 of 1968      |
| • Transfer Duty Act No. 40 of 1949  | • Value-added Tax Act No. 89 of 1991   |
| • Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 |  |

**Section E – Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in section A of this manual: Newsletters, Booklets, Pamphlets / Brochures and Posters.

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