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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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PATRICK O'BRIEN ATTORNEY**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000****INDEX**

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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 Patrick O'Brien Attorney as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as amendments have been finalised, the latest version of the manual will be made public.

Any requestor is advised to contact Mr P H O'Brien should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/ documents from Patrick O'Brien Attorney.

The following words will bear the following meanings in this manual:-

"the Act" shall mean the Promotion of Access to Information Act No 2 of 2000, together with all relevant regulations published;

"this/the manual" shall mean this manual together with all annexures thereto as available at the offices of Patrick O'Brien Attorney from time to time;

"Patrick O'Brien Attorney" shall mean Patrick O'Brien Attorney, structured as a sole proprietorship that renders legal services including legal advice and legal representation to individual clients and businesses/ organisations;

"SAHRC" shall mean the South African Human Rights Commission;

"Information Officer" shall mean the sole proprietor of Patrick O'Brien Attorney, who has been appointed to act as the Information Officer of that firm, and to whom requests for information in terms of the Act should be addressed.

2 CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body:	Patrick O'Brien Attorney
Sole proprietor and appointed Information Officer:	Mr P H O'Brien
Address	14 Stonehaven Street, PAULSHOF 2056
Postal Address:	P O Box 1789, PAULSHOF 2056
Telephone:	+27 11 803 2368

Fax: +27 11 803 2592
E-mail: None
Website Address: None

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 SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and will be obtainable from the SAHRC.

Contact details of the SAHRC are as follows:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041

Telephone: +27 11 484 8300
Fax: +27 11 484 0582/1360
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.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)

Patrick O'Brien Attorney keeps, to the extent that such legislation may be applicable to the firm, and to the extent that it may be required to do so in terms of the relevant legislation, information/ documents in accordance with the following legislation:-

- Insolvency Act No 24 of 1936 (Sections 134 and 155)
- Income Tax Act No 58 of 1962 (Section 75)
- Attorneys Act No 53 of 1979
- Regional Services Councils Act No 109 of 1985
- Value Added Tax Act No 89 of 1991 (Section 65)

The above records, to the extent that they are of a public nature, are available automatically without access having to be requested thereto in terms of the Act, as envisaged in Section 52.

6 DOCUMENTS/ INFORMATION HELD BY PATRICK O'BRIEN ATTORNEY IN TERMS OF THE ACT (Section 51(1)(e) of the Act).

Patrick O'Brien Attorney, to the extent as it/they may be applicable to his practice, holds information/documents listed herein below:-

- Details relating to the operational, commercial and financial interests of Patrick O'Brien Attorney
- Commercial contracts
- Client database (personal information of clients, commercial and financial information, information of contemplated, existing and past litigation, information of agreements, proposals and intellectual property of such clients)
- Insurance policies

There is no website address for Patrick O'Brien Attorney.

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 documentation/information held by Patrick O'Brien Attorney is automatically available without access thereto having to be requested 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 Patrick O'Brien Attorney, free of charge.

8.2 Copies of the manual may be obtained, subject to payment of the prescribed fee, at the offices of Patrick O'Brien Attorney.

8.3 The manual can also be accessed on the website 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, both of which can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

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