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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**

**A S BOTHA ATTORNEYS
ATTORNEYS, NOTARIES & CONVEYANCERS**

1. CONTACT PARTICULARS

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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 Right Commission, tel (011) 484 8300, fax 011 484 7149.

**3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION,
SUBJECTS ON WHICH A S BOTHA ATTORNEYS HOLDS 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 of Information Act.

Copies of the prescribed forms to be completed for submitting a request, are available from A S Botha Attorneys or the Human Rights Commission.

4. INFORMATION HELD

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

A S Botha Attorneys keeps information/documents in accordance with the following legislation (please note that this is not an eshaustive 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 & 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

The above records are of a public nature and available automatically without a person having to request access in terms of the act as envisaged in Section 52.

4.2 PROFESSIONAL AFFAIRS

	Subjects	Categories of Information
1	Details 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 A S Botha Attorneys	Contracts with third parties financial records
4	Administrative matters	Business plan systems and procedures

4.3 CATEGORIES OF RECORDS; AUTOMATIC DISCLOSURE IN TERMS OF SECTION OF THE ACT

The following categories of information are automatically available from A S Botha Attorneys with a person having to request access in terms of the Act:

None

5. REQUEST PROCEDURE

A person who wants access to the records of AS Botha Attorneys must complete the necessary request form. The request form is available from A S Botha Attorneys/ or the Human Rights Commission. A completed request form should be sent to the Information Officer listed in paragraph 1, who will process the request and inform the request requestee of the fees (if any) that

are payable and of the procedures to be followed until the request is finalised.

All pertinent sections of the request form has to be completed, failing which the process may be delayed while the Information Officer requests such additional information.

Access to records may or must be denied upon the grounds for refusal as set out in the act.

6. AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at hte offices of AS Botha Attorneys, during normal office hours. Copies can also be obtained from the SOUTH AFRICAN HUMAN RIGHTS COMMISSION.

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