

KOTZE LOW AND SWANEPOEL ATTORNEYS

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NR 2 OF 2000

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 KOTZE LOW & SWANEPOEL (KLS) as contemplated in terms of the Act.

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

Any requestor is advised to contact Mr Abraham Johannes Swanepoel should he require any assistance in respect of the utilization of this manual and/or the requesting of information/documents from KOTZE LOW & SWANEPOEL 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 KOTZE LOW & SWANEPOEL ATTORNEYS from time to time;

"KLS ATTORNEYS" shall mean KOTZE LOW & SWANEPOEL ATTORNEYS Attorneys, structured as a sole proprietorship which renders legal services including legal advice and legal representation to individual clients and businesses/organizations.

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

"Information Officer" AJ (Braam) Swanepoel has been appointed as the Information Officer of KOTZE LOW & SWANEPOEL, 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 : KOTZE LOW & SWANEPOEL ATTORNEYS

Appointed Information Officer: MR AJ (BRAAM) SWANEPOEL

Address : 14 De Kock Street, Vryburg 8601

Postal Address : P O Box 123, Vryburg 8600

Telephone : 053 927 3964

Fax : 053 927 1015

E-mail : kotlow@megadial.com

Website address : www.phfirms.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 wishes to exercise any right contemplated in the Act. The guide will be made available in 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
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)

KOTZE LOW & SWANEPOEL ATTORNEYS keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list) :-

- Insolvency Act Nr 24 of 1936 (Sections 134 and 155)
- Pension Funds Act Nr 24 of 1956
- Income Tax Act, Nr 58 of 1962 (Section 75)
- Companies Act, Nr 61 of 1973
- Copyright Act, Nr 98 of 1978
- Attorneys Act, Nr 53 of 1979
- Regional Services Councils Act Nr 109 of 1985
- Value Added Tax Act, Nr 89 of 1991 (Section 65)
- Occupational Health and Safety Act, Nr 85 of 1993
- Compensation for Occupational Injuries and Diseases Act Nr. 130 of 1993 (Section 97)
- Labour Relations Act, Nr 66 of 1995
- Basic Conditions of Employment Act, Nr 75 of 1997 (Section 31)
- Employment Equity Act, Nr 55 of 1998 (Section 26)
- Skills Development Act, Nr 97 of 1998
- Medical Schemes Act, Nr 131 of 1998
- Skills Development Levies Act, Nr 9 of 1999
- Unemployment Insurance Act, Nr 63 of 2001

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 KOTZE LOW & SWANEPOEL ATTORNEYS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

KOTZE LOW & SWANEPOEL holds the information / documents listed herein below :

- Details relating to the operational, commercial and financial interests of KOTZE LOW & SWANEPOEL ATTORNEYS
- 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)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- KOTZE LOW & SWANEPOEL ATTORNEYS Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- List of trademarks and pending applications
- Insurance policies

The KOTZE LOW & SWANEPOEL ATTORNEYS website address is www.phfirms.co.za and it is accessible to anyone with access to the internet. It contains a profile on KOTZE LOW & SWANEPOEL ATTORNEYS, its contact particulars, services rendered and fields of expertise and its professional staff as well as articles of general interest.

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 KOTZE LOW & SWANEPOEL 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 KOTZE LOW & SWANEPOEL ATTORNEYS, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of KOTZE LOW & SWANEPOEL ATTORNEYS.
- 8.3 The manual can also be accessed on the websites of the SAHRS (www.sahrc.org.za) and KOTZE LOW & SWANEPOEL ATTORNEYS (www.phfirms.co.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website 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 website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za)