

VAN SCHALKWYK ATTORNEYS

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

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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 Van Schalkwyk Attorneys as contemplated in terms of the Act.

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

Any requestor is advised to contact Mr T.A. van Schalkwyk should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information/documents from Van Schalkwyk 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 Van Schalkwyk Attorneys from time to time;
“Van Schalkwyk Attorneys”	shall mean Van Schalkwyk Attorneys, structured as a partnership which 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”	Mr T.A. van Schalkwyk has been appointed as the Information Officer of Van Schalkwyk Attorneys, 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:	Van Schalkwyk Attorneys
Partner and appointed Information Officer:	Mr T.A. Van Schalkwyk

Address: Suite 27, Monument Park Shopping Centre (Lower Level) Corner of Skilpad & Gembok roads, Monument Park, Pretoria

Postal address: PostNet Suite #99, Private Bag X25723, Monument Park, 0105

Telephone: (012) 346 3668

Fax: 0866 710 202

E-mail: riaan@vs-attorneys.co.za or tanya@vs-attorneys.co.za

Website address: www.vanschalkwykattorneys.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

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)

Van Schalkwyk 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)
- Income Tax Act, Nr. 58 of 1962 (Section 75)
- Attorneys Act, Nr. 53 of 1979
- 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 VAN SCHALKWYK ATTORNEYS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

VAN SCHALKWYK ATTORNEYS holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of Van Schalkwyk 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
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- Insurance policies

The Van Schalkwyk Attorneys website address is www.vanschalkwykattorneys.co.za and it is accessible to anyone with access to the internet. It contains a profile on Van Schalkwyk Attorneys, its contact particulars, services rendered and fields of expertise and its professional staff.

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 Van Schalkwyk 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 Van Schalkwyk Attorneys, free of charge.
 - 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Van Schalkwyk Attorneys.
 - 8.3 The manual can also be accessed on the website of Van Schalkwyk Attorneys at www.vanschalkwykattorneys.co.za
 - 8.4 It should be noted that the manual which is accessible on the website 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) (under "regulations").
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