



Promotion of Access to Information Act Manual

REQUEST FOR ACCESS TO RECORDS

THE MANUAL HAS BEEN PREPARED FOR INHOUSELAWYER WITH REGISTRATION NO: 2016/114396/07 (HEREINAFTER "COMPANY") IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000 FOR A PRIVATE BODY

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1. Intpretations and definitions

The following words or expressions will bear the following meanings in this Manual:

"the Act"	means the Promotion of Access to Information Act No. 2 of 2000, together with any regulations published thereunder;
" Company "	means Inhouselawyer with registration no: 2016/114396/07 duly registered and incorporated in accordance with the company laws of the Republic of South Africa;
"Information Officer"	means the head of the body or any of the designated information officers described in this Manual;
"Manual"	means this Manual, together with all annexures thereto as amended and made available at the offices of COMPANY from time to time;
"SAHRC"	means the South African Human Rights Commission.

2. Introduction

The aim of the Manual is to assist potential requesters in requesting access to information (documents or records) from **COMPANY** as contemplated under the Act.

The Manual may be amended from time to time and as soon as any amendments have been effected, the latest version of the Manual will be published and distributed in accordance with the Act.

A requester is invited to contact the information officer should he or she require any assistance in respect of the use or content of this Manual.

3. Company Overview

At In-house lawyer, we act as your legal guide in solving the above obstacles so you can focus on running your business. We go beyond providing legal advice, and it's essential to understand the pressure points, strategy, and objectives of your business and effectively communicate the risks and legal issues regarding your business.

We have created our unique legal software tailored to legal departments and businesses to help you manage all your legal operations and solve the above problems. We have collaborated with a team of law firms and services providers to create end-to-end solutions for all your legal operations.

We service start-ups to establish multinational businesses and provide legal consulting, technology, and services to legal departments and businesses. We offer practical ways to improve efficiency, quality, and business outcomes while saving costs.

4. Contact Details of Information Officer

Morne van Dyk (“Information officer”) has been duly appointed by **COMPANY**, to act as the person to whom requests for access to information must be made in terms of the Act.

PHYSICAL ADDRESS:

The District, 8 Kikuyu Rd, Sunninghill,
Sandton Gauteng, 2191

TELEPHONE : 062 831 4521

EMAIL: info@inhouselawyer.co.za

5. The Guide

A guide on how to use the Act is to be compiled by the SAHRC in terms of Section 10 of the Act.

Please direct any queries to:

THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION:

PAIA UNIT

The Research and Documentation Department

Postal address:	Private Bag 2700 Houghton 2041
Telephone:	+27 11 484 8300
Facsimile:	+27 11 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

6. Records

NOTE: This section of the Manual sets out the subject and categories of records held by **COMPANY**. The inclusion of any subject or category of records should not be taken as an indication that records falling within those subjects and/or categories will be made available under the Act. In particular, certain grounds of refusal as set out in the Act may be applicable to a request for such records. **PLEASE TAKE NOTE** that the provisions of the Protection of Personal Information Act 4 of 2013 may restrict or limit the **COMPANY** in providing certain records.

6.1 Access to records held by **COMPANY** in terms of Section 52 of Act

A section 52(2) notice regarding the categories of records, which are available without a person having to request access in terms of the Act, has to date not been published.

6.2 Access to records in accordance with such other legislation as is applicable to **COMPANY**

Includes but is not limited to, the following legislation (including regulations thereto) (as amended):

- ✓ Insolvency Act 24 of 1924
 - ✓ Pension Funds Act 24 of 1956
 - ✓ Income Tax Act 58 of 1962
 - ✓ Companies Act 71 of 2008
 - ✓ Close Corporations Act 69 of 1984
 - ✓ Copyright Act 61 of 1978
 - ✓ National Credit Act 34 of 2005
 - ✓ Value Added Tax Act 89 of 1991
 - ✓ Occupational Health and Safety Act 85 of 1993
 - ✓ Compensation for Occupational Injuries and Diseases Act 130 of 1993
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- ✓ Labour Relations Act 66 of 1995
- ✓ Tax on Retirement Funds Act 38 of 1996
- ✓ Basic Conditions of Employment Act 75 of 1997
- ✓ Employment Equity Act 55 of 1998
- ✓ Competition Act 89 of 1998
- ✓ Skills Development Act 97 of 1998
- ✓ Medical Schemes Act 131 of 1998
- ✓ Skills Development Levies Act 9 of 1999
- ✓ Financial Intelligence Centre Act 38 of 2001
- ✓ Unemployment Insurance Act 63 of 2001
- ✓ Unemployment Insurance Contributions Act 4 of 2002
- ✓ Promotion of Access To Information Act No.2 Of 2000
- ✓ Electronic Communications and Transactions Act 25 of 2002
- ✓ Consumer Protection Act 68 of 2008
- ✓ The Protection of Personal Information Act 4 of 2013 (“POPI”)

Records kept in terms of the above legislation may, in certain instances (and insofar as the information contained therein is of a public nature) be available for inspection without a person having to request access thereto in terms of the Act.

6.3 Access to Operation Information records that may be requested

Operation Information records as may be required for the day to day running of **COMPANY** which includes but is not limited to the following:

- ✓ Internal phone lists;
 - ✓ Client database
 - ✓ Address lists;
 - ✓ Company policies and rules;
 - ✓ Directives;
 - ✓ **COMPANY's** website address is www.inhouselawyer.co.za and is accessible to anyone who has access to the Internet.
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6.4 Procedure and costs on how to request access to the records.

Form of Request:

- ✓ The requester must use the prescribed form to make the request for access to a record. This must be made to the Information Officer of **COMPANY**. This request must be made to the address, fax number or electronic mail address of the Information Officer of **COMPANY**.
- ✓ The requester must provide sufficient detail on the request form to enable the Information Officer of **COMPANY** to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- ✓ The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation as to why the requested record is required for the exercise or protection of that right.
- ✓ If a request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer of **COMPANY**.
- ✓ Information Officer of **COMPANY** will then make a decision on the request and notify the requester in the required form.
- ✓ If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that had exceeded the prescribed hours to search and prepare the record for disclosure.

Fees:

- ✓ The Information Officer of **COMPANY** must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee before further processing the request. A personal requester does not pay such fee.
- ✓ The fee that the requester must pay is **R50**(excluding VAT). The requester may lodge an application to the court against the tender or payment of the request fee.

- ✓ The Information Officer of **COMPANY** will then make a decision on the request and notify the requester in the required form.
- ✓ If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that had exceeded the prescribed hours to search and prepare the record for disclosure.

7. Prescribed forms and fee structure in respect of private bodies

- ✓ The forms and fee structure prescribed under the Act are available from the Government Gazette, or at the website of the Department of Justice and Constitutional Development (www.doj.gov.za), under the 'regulations' section as well as the SAHRC website (www.sahrc.org.za).

8. Availability of the Manual

- ✓ The Manual is posted on **COMPANY**'s website www.inhouselawyer.co.za
- ✓ This Manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of **COMPANY**.
- ✓ Copies of the Manual may be made, subject to the prescribed fees.
- ✓ Copies may also be requested from the South African Human Rights Commission

SIGNED AT CENTURION ON 1 OCTOBER 2021

INFORMATION OFFICER
