

PAIA MANUAL

ROSSOUW EN CONRADIE INCORPORATED

Registration number: 1997/006441/21

This manual has been prepared in terms of section 51 of the The Promotion of Access to Information Act 2 of 2000 (“the Act”)

Introduction to Rossouw en Conradie Inc

Rossouw en Conradie Inc. (*practising as Rossouws Attorneys*) is an incorporated entity which conducts business as a law firm with its offices situated in Bloemfontein.

1. INFORMATION OFFICER AND ADDRESS DETAILS

The contact detail of the director of Rossouw en Conradie Inc. to whom requests for access to information must be made in terms of the Act, is as follows:

Director:	Ms Neria Photolo
Postal address:	Rossouw en Conradie Inc P O Box 7595 Bloemfontein 9300 South Africa
Physical address:	119 President Reitz Avenue Westdene Bloemfontein 9301 South Africa
Telephone number:	051 506 2500
Facsimile:	051 430 6079
Email:	neria@rossouws.com

(“hereafter described as the Information Officer”)

2. DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10 OF THE ACT

The South African Human Rights Commission has compiled a guide, in terms of Section 10 of the Act, containing information which may reasonably be required by a person who wishes to exercise any right contemplated in the Act. This guide was published in the first half of 2005 and access to it, and to any amended versions thereof, can be found on the website of the South African Rights Commission at www.sahrc.org.za, or a hard copy can be obtained directly from the South African Human Rights Commission.

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 number: 011 484 8300

Facsimile: 011 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. NOTICE IN TERMS OF SECTION 52(2) OF THE ACT

The Company has not published a notice in terms of section 52(2).

4. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

The Company maintains records in terms of the following legislation, as far as required:

- 4.1 Income Tax Act 58 of 1962
- 4.2 The Unemployment Insurance Act 30 of 1966
- 4.3 Income Tax Act 95 of 1967
- 4.4 The Attorneys Act 53 of 1979
- 4.5 The Legal Practice Act 28 of 2014
- 4.6 Value Added Tax Act 89 of 1991
- 4.7 Occupational Health and Safety Act 85 of 1993
- 4.8 Compensation for Occupational Injuries and Diseases Act 130 of 1993
- 4.9 Labour Relations Act 66 of 1995
- 4.10 Basic Conditions of Employment Act 75 of 1997
- 4.11 The Employment Equity Act 55 of 1998
- 4.12 Skills Development Act 97 of 1998
- 4.13 Electronic Communications and Transactions Act 25 of 2002
- 4.14 Promotion of Access of Information Act 2 of 2000
- 4.15 The Protection of Personal Information Act 4 of 2013

5. DESCRIPTION OF AVAILABLE RECORDS HELD BY ROSSOUW & CONRADIE INC

Note: This section of the Manual sets out the subject and categories of records held by Rossouw en Conradie Inc. 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.

- 5.1 **Communication**
 - Public product information
 - Media releases
 - Promotion of Access to Information Act Manual
 - Internal and external correspondence
- 5.2 **Financial Information**
 - Financial statements
 - Financial and tax records (company and employees)
 - Asset register and insurance information
 - Banking details
- 5.3 **Operational Information**
 - Director information
 - Client information
 - General contract documentation
 - Company guidelines, policies and procedures
 - Trade marks
 - Statutory records
 - General operational information

5.4 **Website**

- Organisational structure
- Organisation and personal profiles
- News and publications

6. PROCESS TO APPLY FOR ACCESS TO INFORMATION

- 6.1. The applicant must use the prescribed form to make the request for access to a record. This must be made to the Information Officer to the address, fax number or electronic mail address as provided at paragraph 1.
- 6.2. The applicant must provide sufficient detail on the request form to enable the Information Officer to identify the record and the applicant. The applicant should also indicate which form of access is required. The applicant should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- 6.3. The applicant 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.
- 6.4. If a request is made on behalf of a person, the applicant must submit proof of the capacity in which the applicant is making the request to the satisfaction of the Information Officer.
- 6.5. The fees applicable to an application for information shall be as per the prescribed fees. The Information Officer must notify the applicant by notice, requiring the applicant to pay the relevant fee before further processing the request for information. No fees are payable by persons who request information pertaining to their personal affairs.
- 6.6. The completed form must be accompanied by proof of payment of the prescribed application fee. Upon receipt of the application form and the proof of payment the Information Officer will consider the request.
- 6.7. The Information Officer will then make a decision on the request and notify the applicant.
- 6.8. If the request is approved, the Information Officer will provide the applicant with a summary of fees payable in respect of the application. Upon receipt of payment the requested information will be supplied.
- 6.9. In the event of the application being denied the Information Officer will inform the applicant and provide reasons for the decision.

7. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of Rossouw en Conradie Inc free of charge or on the website of Rossouw en Conradie Inc at www.rossouws.com.

8. PRESCRIBED FEES AND FORMS IN RESPECT OF PRIVATE BODIES

The prescribed forms and fees for requests to private bodies are available on the website of the Department of Justice and Constitutional Development at www.doj.gov.za