

DE JAGER & LORDAN INCORPORATED

REGISTRATION NO. 1999/017135/21

A Guide to ACCESSING OUR INFORMATION

Our Manual in terms of Section 51 of the Promotion of Access to Information Act

1. INTRODUCTION

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("the Act"). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and / or protection of any right.

The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

2. OVERVIEW

De Jager & Lordan Inc, an incorporated company, is a private body in terms of the Act. This corporation is an attorney at law.

Whilst the directors of De Jager Lordan Inc. endeavour to ensure that the published information is accurate, complete and updated on a regular basis, no representation is made regarding such information.

3. CONTACT DETAILS (Section 51(1)(a))

Name of Body:	De Jager and Lordan Incorporated
Director and appointed Information Officer:	Werner de Jager
Physical Address:	25 Retief Street, Alexandria, 6185
Postal Address:	P.O. Box 36, Alexandria, 6185

Telephone: 046-6530005
Fax number: N/A
E-mail: werner@djlaw.co.za

4. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b))

The guide will be issued by The South African Human Rights Commission ("HRC") in all official languages. A copy of the information guide can be obtained directly from the HRC and any queries can be directed to:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department

Postal Address: Private Bag 2700
Houghton
2041

Telephone: 011-4848300

5. RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d))

Records of the body are kept in accordance with the following legislation:

- Value Added Tax Act No. 89 of 1991
- Income Tax Act, No.58 of 1962
- Labour Relations Act No. 66 of 1995
- Basic Conditions of Employment Act No. 75 of 1997
- Unemployment Insurance Act No. 63 of 2001
- Occupational Health and Safety Act No.85 of 1993
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Skills Development Levies Act No. 9 of 1999
- Regional Services Councils Act No. 109 of 1985
- Promotion of Access to Information Act No. 2 of 2000
- Consumer Protection Act. 68 of 2008
- Companies Act of 2008

6. SUBJECTS AND CATEGORIES OF RECORDS HELD (Section 51(1)(e))

- Finance / Accounts
 - Financial Statements
 - Ledgers
 - Statutory returns
 - Journals
 - Income Tax Information

- Secretarial
 - Minutes of meetings
 - Statutory returns

- Human Resources
 - Employee Records
 - Standard letters and notices

- Client Details
 - Contact details

It is recorded that any and all records requested pertaining to the aforesaid shall only be made available to the requester subject to the provisions of the Act. None of the records held by De Jager & Lordan Incorporated are automatically available without a person having requested access in terms of and subject to the provisions of the Act.

Form of request

The requester must use the prescribed form to make the request for access to a record. This must be the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].

The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also

indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (c)].

The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of the right [s 53(2)(d)].

If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to satisfaction of the head of the private body [s 53(2)(f)].

Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required fee:

The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].

The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].

After the head of the private body has made a decision on the request, the requester must be notified 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 has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

**7. OTHER INFORMATION AS MAY BE PRESCRIBED (Section
51(1)(f))**

The Minister of Justice and Constitutional Development has not made any regulations in this regard.