

SECTION 51 MANUAL

SCB ATTORNEYS

MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000

Head of SCB ATTORNEYS:

SC Bester

Information officer of SCB ATTORNEYS:

L Bester

Postal Address of head of SCB ATTORNEYS:

Private Bag X3105, Suite 77, Worcester, 6849

Physical Address of head of SCB ATTORNEYS:

Office 37, 1st Floor, Centre Office Block, Q Square, 72 High Street, Worcester, 6850

Tel No. of head of SCB ATTORNEYS:

+2723 346 4680

Fax No. of head of SCB ATTORNEYS:

+2786 658 1714

Email address of head of SCB ATTORNEYS:

stephan@scbattorneys.co.za

Website of SCB ATTORNEYS:

www.scbattorneys.co.za

DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)

A guide has been compiled in terms of Section 10 of PAIA by **SCB Attorneys**. It contains information required by a person wishing to exercise any right, contemplated by PAIA.

This Guide is available for inspection, inter alia, at the office of the offices of **SCB Attorneys** at the physical address above and at the South African Human Rights Commission ('SAHRC').

The contact details of the Commission:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: (+27) 11 877 3600

Fax Number: (+27) 11 403 0625

Website: www.sahrc.org.za

THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

ACTS AND OTHER LEGISLATION HELD AT PHYSICAL ADDRESS BY SCB ATTORNEYS

- Legal Practice Act 28 of 2014
- Basic Conditions of Employment 75 of 1997
- Companies Act 71 of 2008
- Consumer Protection Act 68 of 2008
- Occupational Health and Safety Act 85 of 1993
- Administration of Estates Act 66 of 1965
- Broad-Based Black Economic Empowerment Act 53 of 2003
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Deeds Registries Act 47 of 1937
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Estate Agents Affairs Act 112 of 1976
- Estate Duty Act 45 of 1955
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- National Credit Act 34 of 2005
- Pension Funds Act 24 of 1956
- Prescription Act 68 of 1969
- Promotion of Access to Information Act 2 of 2002
- Property Time-Sharing Control Act 75 of 1983
- Rental Housing Act 50 of 1999



- Sectional Titles Schemes Management Act 8 of 2011
- Sectional Titles Act 95 of 1986
- Share Blocks Control Act 59 of 1980
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Transfer Duty Act 40 of 1949
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

SUBJECT AND CATEGORIES OF RECORDS HELD AT PHYSICAL ADDRESS BY SCB ATTORNEYS

- Correspondence
- Statutory Returns
- Employee Records
- Employment Contracts
- General Correspondence
- Information relating to Health and Safety Regulations
- Remuneration Records and Policies
- Statutory Records
- Brochures on Company Information
- Contracts
- Information relating to Work-In-Progress
- Annual Financial Statements
- Banking Records
- Financial Transactions
- Insurance Information
- Management Accounts
- Purchase and Order Information
- Tax Records

DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

- The requester must complete Form C and submit this form together with a request fee, to the head of the private body. Form C is available from the offices of **SCB ATTORNEYS**, or can be accessed on www.sahrc.org.za.
- The form must be submitted to the head of the private body at his/her address, fax number or email address.
- The form must:
 - provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester.
 - indicate which form of access is required.
 - specify a postal address or fax number of the request in the Republic.
 - identify the right that the requester is seeking to exercise or protect.



- provide an explanation of why the requested record is required for the exercise or protection of that right.
- in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that the manner and the necessary particulars to be informed in the other manner, if the request is made on behalf of another person, to submit proof of capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit. Records may be withheld until fees have been paid.

XxXxX

