

ROSSOUWS LESIE INCORPORATED

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 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 Rossouws 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 Rossouws should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from Rossouws.

The following words will bear the following meaning in this manual:

“the Act”	shall mean the Promotion of Access to Information Act 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 Rossouws from time to time;
“Rossouws”	shall mean Rossouws Lesie Incorporated, structured as an incorporated company 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”	shall mean the senior partner of Rossouws Lesie Incorporated has been appointed as the Information Officer of Rossouws, 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: Rossouws Lesie Incorporated
Appointed Information Officer: Mr Rossouw
Address: 8 Sherborne Road
Parktown
Johannesburg
Postal Address: P.O. Box 1588
Johannesburg, 2000
Telephone: +27 11 726-9000
Fax: +27 11 726-3855
E-mail: general@rossouws.co.za
Website address: www.rossouws.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 21(1)(b) of the Act)

In terms of Section 10 of the Act, a guide will be compiled by the SAHRC 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 SAHRC are as follows:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +22 11 484-0582/1360
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.co.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)

Rossouws keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

The above records, in so far as it may be 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 ROSSOUWS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

Rossouws holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of Rossouws
- 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 client, not being of a privileged nature)
- Standard employment contracts
- Human resources (personal information of past, present and prospective employees and partners / directors)
- Insurance policies

The Rossouws website is www.rossouws.co.za and it is accessible to anyone with access to the Internet. It contains a profile on Rossouws, 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 Rossouws 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. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

- 7.1 This manual is available for inspection at the offices of Rossouws, free of charge.
- 7.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Rossouws.
- 7.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and Rossouws (www.rossouws.co.za) and will be published in the Government Gazette.
- 7.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request form 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").