

NAME OF COMPANY : MACGREGOR ERASMUS ATTORNEYS

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000**

(the "ACT").

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1. **INTRODUCTION**

Macgregor Erasmus Attorneys conducts a general legal practice

2. **MACGREGOR ERASMUS CONTACT DETAILS**

Requests for access to information should be addressed to : Mr Bruce Macgregor

Postal Address: Durban
Postnet 278
Private Bag X04
Dalbridge
4041

Postal Address : Johannesburg
Postnet 124
Private Bag X11
Birnam Park
2015

Physical Address : Durban
114 Bulwer Road
Glenwood
4001

Physical Address : Johannesburg
N120A Thrupps Illovo Centre
204 Oxford Road
Illovo, 2196

Telephone : Durban
+27 31 201 8955

Telephone : Johannesburg
+11 268 0720

Facsimile : Durban
+27 31 201 8966

Facsimile : Johannesburg
+11 268 2403

Email : info@meattorneys.co.za

Website : www.macgregorerasmus.co.za

3. **GUIDE IN TERMS OF SECTION 10 OF THE ACT**

The Section 10 Guide on how to use the Act is available from The South African Human Rights Commission. Enquiries can be directed to :

The South Africa Human Rights Commission
PAIA Unit
Private Bag 2700
Houghton
2041

Tel : +27-11-484-86300

Fax: +27-11-484-0582

Website : <http://www.sahrc.org.za>

Email : paia@sahrc.org.za

4. **RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000**

Documents held in accordance with statutory provisions that include those in the following Acts. This list is not exhaustive.

- Attorneys Act, Act No. 53 of 1979
- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Insolvency Act 24 of 1936
- Occupational Health and Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Skills Development Act 97 of 1998
- Stamp Duties Act 77 of 1968
- Unemployment Insurance Act 30 of 1966, Act 4 of 2002
- Value-Added Tax Act of 1991

5. **CATEGORIES OF RECORDS HELD BY MACGREGOR ERASMUS ATTORNEYS**

The Firms web page <http://www.macgregorerasmus.co.za>, which is accessible to anyone who has access to the internet, contains information relating to the areas of legal practice in which the company specializes. Other records held by the Firm include :

- Financial records
- Employee records
- Client records
- Records relating to fixed and movable property
- Commercial contracts
- Insurance contracts
- Debt collection records

Records and information required for the exercise or protection of any rights will be made available subject to the provisions of the Promotion of Access to Information Act 2 of 2000. Access to records may be refused on grounds specified in the Act.

6. **FORM OF REQUEST**

The requester must use the prescribed form to make the request for access to a record. Request forms can be obtained on the South African Human Rights Commission (SAHRC) website <http://www.sahrc.org.za>. The request must be made to the contact person at the address, fax number or electronic mail address given in paragraph 2 of this Manual.

7. **PRESCRIBED 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 must pay the required request fee of R50.00. The fee structure can be obtained on the South African Human Rights Commission (SAHRC) website <http://www.sahrc.org.za>

8. **AVAILABILITY OF THE MANUAL**

This manual is available for inspection at the offices of Macgregor Erasmus Attorneys at no cost. Copies of the manual may be obtained, subject to the prescribed fees, from these offices. The manual can also be accessed on the website of Macgregor Erasmus Attorneys <http://www.macgregorerasmus.co.za>. The content of www.macgregorerasmus.co.za does not constitute legal advice, nor does it necessarily reflect its views of their associates, contributors, authors or suppliers. Even though every endeavor has been made as to the accuracy of the information, we cannot be held responsible for any errors and/or omissions.



BRUCE MACGREGOR

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- | | |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached. |

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

| |
|--|
| This section must be completed <i>ONLY</i> if a request for information is made on behalf of another person. |
|--|

Full names and surname:

Identity number:

D. Particulars of record

- | | |
|-----|--|
| (a) | Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. |
| (b) | If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios. |

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

E. Fees

- (a) A request for access to a record, other *than* a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be *notified of* the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends *on* the form *in which* access is required and the reasonable time *required* to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

| | |
|---|----------------------------------|
| Disability: | Form in which record is required |
| Mark the appropriate box with an X. | |
| <p>NOTES:</p> <ul style="list-style-type: none"> (a) Compliance with your request in the specified form may depend on the form in which the record is available. (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form. (c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested. | |

| | | | | | |
|--|--|---|---|-----|----|
| 1. If the record is in written or printed form: | | | | | |
| | copy of record* | | inspection of record | | |
| 2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc) | | | | | |
| | view the images | copy of the images" | transcription of the images* | | |
| 3. If record consists of recorded words or information which can be reproduced in sound: | | | | | |
| | listen to the soundtrack audio cassette | transcription of soundtrack* written or printed document | | | |
| 4. If record is held on computer or in an electronic or machine-readable form: | | | | | |
| | printed copy of record* | printed copy of information derived from the record" | copy in computer readable form* (stiffy or compact disc) | | |
| 'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable. | | | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;">YES</td> <td style="width: 50%; text-align: center; border: none;">NO</td> </tr> </table> | YES | NO |
| YES | NO | | | | |

G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE