

Riaan Bosch Attorneys

Attorneys, Notaries, Conveyancers & Divorce Mediators



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MANUAL

In terms of

The Promotion of Access to Information Act

Act No. 2 of 2000

(the “ACT”)



Zacharias Johannes Bosch
(B.Proc, LL.B, Cert-Advanced Labour Law)

In Association with
VAN DER WAL, SLADE & RAMABULANA INC.

1. INTRODUCTION

Riaan Bosch Attorneys (Z J Bosch trading as Riaan Bosch Attorneys), a sole proprietor, conducts a business as a firm of attorneys, notaries and conveyancers.

2. CONTACT DETAILS

Persons designated / duly authorised persons:

The Information Officer: Mr Riaan Bosch	
Postal address	PO Box 76271, Lynnwood Ridge, 0040
Street address	Suite 5, Monpark Building, 76 Skilpad Avenue, Monument Park, Pretoria
Telephone numbers	(012) 346-2325
Fax numbers	086 600 7592
Electronic mail address	riaan@riaanbosch.co.za

3. THE ACT

- 3.1 The ACT grants a requester access to records of Riaan Bosch Attorneys, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 0 and 0.
- 3.3 Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising your rights in terms of the ACT. The Guide will be available in August 2003. Please direct any enquiries to:

The South African Human Rights Commission PAIA Unit The Research and Documentation Department	
Postal address:	Private Bag 2700, Houghton, 2041
Telephone number:	+27-11-484-8300
Fax number:	+27-11-484-0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

4. DESCRIPTION OF RECORD

Riaan Bosch Attorneys maintains records under the following categories. Please note that recording a category or subject matter in this manual does not imply that a request for access to such records will be honoured. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act and in particular subject to the applicable statutory laws and common law relating to attorney and client privilege, where applicable.

Category	Subject
Client Files	<ul style="list-style-type: none"> • Correspondence • Briefs and Memorandums to Counsel • Client Documentation and Information • Pleadings and Notices • Drafts and notes • Accounting notes and records
Human Resources	<ul style="list-style-type: none"> • Staff Records • Employment Contract
Financial	<ul style="list-style-type: none"> • Tax Records • Asset Register
Legal	<ul style="list-style-type: none"> • General Contract Documentation • Statutory Records
Professional Affairs	<ul style="list-style-type: none"> • Liaison with Law Society of South Africa • Liaison with Law Society of Northern Provinces • Certificate of Practitioner

5. **RECORDS AVAILABLE UNDER OTHER LEGISLATION**

Records available in accordance with other legislation:

- 5.1 The Attorneys Act, 53 of 1979.
- 5.2 The Value-Added Tax Act No 89 of 1991;
- 5.3 Income Tax Act No 58 of 1962.
- 5.4 Basic Conditions of Employment Act No 75 of 1997.
- 5.5 Labour Relations Act No 66 of 1995.
- 5.6 Unemployment Insurance Act No 30 of 1966.

6. **FORM OF REQUEST**

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2 Address your request to the Information Officer.
- 6.3 Provide sufficient details to enable Riaan Bosch Attorneys to identify –
 - 6.3.1 the record(s) requested;
 - 6.3.2 the requester (and if an agent is lodging the request, proof of capacity);
 - 6.3.3 the form of access required;
 - 6.3.4 the postal address or fax number of the requester in the Republic;
 - 6.3.5 if the requester wishes to be informed of the decision in any manner (in addition to written), the manner and particulars thereof; and

6.3.6 the right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. **PRESCRIBED FEES**

The following applies to requests (other than personal requests):

- 7.1 A requester is required to pay the prescribed fees (R50.00) before a request will be processed.
- 7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request was granted).
- 7.3 A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za.

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