

Registration Number of Company:

2015/016218/21

NAME OF COMPANY: HIGGS ATTORNEYS INC.

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

DATE OF COMPILATION: 10/12/2015

INDEX

1. Introduction to your company and the type of business:

HIGGS ATTORNEYS INC.

2. Contact Details

3. The ACT and Section 10 Guide please note that this clause is mandatory to be included in all S 51 manuals as is.

4. Applicable Legislation

5. Schedule of Records

6. Form of Request

7. Any other Information e.g. Prescribed Fees, organogram, etc.

1. INTRODUCTION

HIGGS ATTORNEYS INC – General Trading in all Aspects

2. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

Directors: Mr. Charles Henry John Higgs

Office Manager/CEO: Mr. Charles Henry John Higgs

Postal Address: 202 Beyers Naude Drive
Risidale
Gauteng
2195

Street Address: 202 Beyers nuade Drive
Risidale
Gauteng
2195

Telephone Number: 010 140 1321

Fax Number: 086 775 0207

Email: charlie@higgsattorneys.co.za

DATE OF COMPILATION: 10/12/2015

3. THE ACT

- 3.1** The ACT grants a requester access to records of a private body, 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 6 and 7 of the Act.
- 3.3** Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: +27-11-877 3600
Fax Number: +27-11-403 0625
Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 130 of 1993	Compensation for Occupational Injuries and Disease Act
2	No 68 of 2008	Consumer Protection Act
3	No 95 of 1967	Income Tax Act
4	No 66 of 1995	Labour Relations Act
5	No 89 of 1991	Value Added Tax Act
6	No 37 of 2002	Financial Advisory and Intermediary Services Act
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 61 of 1973	Companies Act
9	No 85 of 1993	Occupational Health and Safety
10	No 2 of 2000	Promotion of Access of Information Act
11	No 30 of 1996	Unemployment Insurance Act

5. Schedule of Records

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Companies	<ul style="list-style-type: none">• Documents of Incorporation• Memorandum and Articles of Association• Records relating to all appointments• Share Register and other statutory registers	Request in terms of PAIA
Financial	<ul style="list-style-type: none">• Financial Statements• Financial and Tax Records (Company & Employees)• Asset Register• Management Accounts• Accounting Records• Banking records and statements• Rental Agreement• Invoices	Request in terms of PAIA.
Income tax	<ul style="list-style-type: none">• PAYE• Documents issued to employees for income tax purposes• Records of payment made to SARS on behalf of employees• All other statutory compliance : VAT, Skills Development Levies, UIF, Workmen's Compensation	Request in terms of PAIA
Personal Documents	<ul style="list-style-type: none">• Employment Contracts• Disciplinary Records• Salary Records• Disciplinary code• Leave Records• Training Records• Training Manuals	Request in terms of PAIA

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 Head of the Company (CEO).
- 6.3** Provide sufficient details to enable the COMPANY to identify:
- (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) 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 requestor 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 were granted);
- 7.3** A requestor 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.

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