

SECTION 51 MANUAL

FOR

**LOWE & WILLS ATTORNEYS
(PARTNERSHIP)**

Partners:

**Clive Anthony Wills
Identity Number 510311 5076 082
and
Ruth Lydia Pieterse
Identity Number 530921 001 0088**

INTRODUCTION

The Promotion of Access to Information Act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person that is required for the exercise or protection of any rights. The Act sets out the requisite procedures associated with any such requests for information.

1. PARTICULARS IN TERMS OF SECTION 51(1)(a)

1.1 CONTACT DETAILS

Physical address: 307 Pietermaritzburg Street
Pietermaritzburg
3201

Postal address: Postnet Suite 180
Private Bag X 9118
Pietermaritzburg
3200

Telephone number: 033 394 7156

Facsimile number: 086 610 4342

E-mail address: ruth@lwh.co.za

1.2 PARTNERS

Name: Clive Anthony Wills

Telephone number: 033 394 7156

Facsimile number: 086 610 4342

E-mail address: clive@lwh.co.za

Name: Ruth Lydia Pieterse

Telephone number: 033 394 7156

Facsimile number: 086 610 4342

E-mail address: ruth@lwh.co.za

1.3 REQUEST LIAISON OFFICER

Name: Ruth Lydia Pieterse
Telephone number: 033 394 7156
Facsimile number: 086 610 4342
E-mail address: ruth@lwh.co.za

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

A guide has been compiled in terms of Section 10 of The Act. It contains information required by a person wishing to exercise any right contemplated by The Act, and is available from The Human Rights Commission in all official languages.

The guide is available for inspection, inter alia, at the head office of The Human Rights Commission, as below, and on its website, www.sahrc.org.za.

The Human Rights Commission
2nd floor, Braampark Forum 3
33 Hoofd Street
Braamfontein
2001

3. LATEST NOTICE IN TERMS OF SECTION 52(2)

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 The Act at the date of this manual.

4. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

Where applicable to the business operations of Lowe & Wills Attorneys, information is available in terms of the following legislation:

- Basic Conditions of Employment Act No. 75 of 1997
- Employment Equity Act No.55 of 1998
- Regional Services Councils Act. No. 109 of 1985
- Labour Relations Act No. 66 of 1995
- Skills Development Levies Act. No. 9 of 1999
- Unemployment Contributions Act No. 63 of 2001
- Unemployment Insurance Act. No. 36 of 2001
- Value Added Tax Act. No. 89 of 1991

5. CATEGORIES OF RECORDS HELD: SECTION 51(1)(e)

5.1 FINANCIAL RECORDS

- Annual financial statements
- Accounting records
- Banking records
- Property, plant and equipment records
- Lease agreement documents
- Sale and purchase invoice documents

5.2 INCOME TAX RECORDS

- Income tax records

6. PROCEDURE WHEN MAKING A REQUEST TO ACCESS: SECTION 51(e)

- The person making the request must complete form C, as attached, and submit this form, together with the request fee, to the head of the private body.
- The form must be submitted to the head of the private body at his/her address, facsimile number or electronic e-mail address.
- The form must:
 - o Provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester,
 - o Indicate which form of access is required,
 - o Specify a postal address, fax number or electronic e-mail address of the requester in the Republic of South Africa,
 - o Identify the right that the requester is seeking to exercise or protect,
 - o Provide an explanation of why the requested record is required for the exercise or protection of that right,
 - o If, in addition to a written reply, the requestor wishes to be informed of the decision on the request in any other manner, the requestor is to state that manner and the necessary particulars to be informed in the other manner, and
 - o If the request is made on behalf of another person, to submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the head of the private body.

7. OTHER INFORMATION AS MAY BE PRESCRIBED

The Minister of Justice and Constitutional development has not made any regulations in this regard.

8. MANUAL AVAILABILITY

This manual is available for inspection at the offices of the Request Liaison Officer at no charge.

Copies of the manual may be obtained, subject to the prescribed fees, at the offices of the Request Liaison Officer.

Copies of the manual are available at the head office of The Human Rights Commission, as below:

The Human Rights Commission
2nd floor, Braampark Forum 3
33 Hoofd Street
Braamfontein
2001