



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 452

Pretoria, 24 February 2003
Februarie 2003

No. 24641

MANUAL

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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

BRINK COHEN LE ROUX & ROODT INC

1 INTRODUCTION

Brink Cohen le Roux & Roodt Inc ("BCLR") is a firm of attorneys practising from the address set out below. The purpose of this manual is to provide information to those who wish to request records in terms of the Act.

2 POSTAL AND OTHER ADDRESSES

Postal address

P O Box 2402
Houghton
2041

Street Address

19 West Street
Houghton
2198

Telephone number

(011) 242 8000

Telefax number

(011) 242 8001

Electronic mail address

info@bclr.com

Website

www.bclr.com

**3 THE GUIDE TO BE PUBLISHED BY THE HUMAN RIGHTS
COMMISSION**

In terms of section 10 of the Promotion of Access to Information Act, 2 of 2000 ("the Act"), the South African Human Rights Commission must publish a Guide on how to use the Act.

The guide is, at the time of the preparation of this Manual not available. It is expected that the Guide will be available from August 2003. Queries can be directed to –

The South African Human Rights Commission

Postal Address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

4 DISCLOSURE IN TERMS OF SECTION 52

No records are available in terms of section 52 of the Act.

5 INFORMATION/DOCUMENTS HELD IN TERMS OF OTHER LEGISLATION

The following are some of the statutes in terms of which records are held by BCLR. This is not an exhaustive list and it must be pointed out that these records are not necessarily available to requestors in terms of the Act –

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962
- Value-Added Tax Act, Act No. 89 of 1991
- Unemployment Insurance Act, Act No. 30 of 1966
- Basic Conditions of Employment Act, Act No. 75 of 1997
- Employment Equity Act, Act No. 55 of 1998
- Insolvency Act, Act No. 24 of 1936
- Occupational Health and Safety Act, Act No. 85 of 1993
- Attorneys Act, Act No. 53 of 1979
- Skills Development Act, Act No. 97 of 1998
- The Financial Intelligence Centre Act, 38 of 2001.

6 RECORDS HELD BY BCLR

Records relating to services performed for clients. These include correspondence, opinions, pleadings and contracts.

Records relating to employees and ex-employees. These include policies and procedures, details of employment, employee files, and remuneration data.

Financial and administrative records relating to BCLR's activities.

7 CONTACT PERSONS

A request for access to records held by BCLR must be made by completing the prescribed form and by delivering, posting, transmitting or submitting it to any of the addresses referred to in paragraph 2 above.

Please note that the prescribed access fee and request fee will be charged.

Copies of the request form as well as details of the fees to be charged can be obtained at the website of the South African Human Rights Commission (www.sahrc.org.za) or that of the Department of Justice and Constitutional Development (www.doj.gov.za)

For further information please contact, Mr PAK le Roux or Ms Karen Mazzola at the above addresses.

8 COPIES OF THIS MANUAL

Further copies of this manual, or updated versions thereof, can be obtained or inspected at BCLR's offices at --

19 West Street
Houghton
2198

This manual, or updated versions thereof, can also be found on BCLR's website at :

www.bclr.com

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001
Publications: Tel: (012) 334-4508, 334-4509, 334-4510
Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504
Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737
Cape Town Branch: Tel: (021) 465-7531

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaatsak X85, Pretoria, 0001
Publikasies: Tel: (012) 334-4508, 334-4509, 334-4510
Advertensies: Tel: (012) 334-4673, 334-4674, 334-4504
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