

PROMOTION OF ACCESS TO INFORMATION MANUAL FOR ETIENNE DE
HEUS ATTORNEYS

(IN TERMS OF SECTION 51 OF THE PAIA ACT, ACT 2 OF 2000)

1. INTRODUCTION

1.1 Attorney conducts a general legal practice.

2. FIRM CONTACT DETAILS

2.1 Name of body:

ETIENNE DE HEUS ATTORNEYS

ATTENTION: E C DE HEUS

2.2 PO BOX 521134, SAXONWOLD, 2132

2.3 PHYSICAL: 32 SIXTH STREET, PARKHURST,
JOHANNESBURG

2.4 EMAIL: edeheus@edhlaw.co.za

2.5 WEB: www.edhlaw.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

3.1 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 African Human Rights Commission

PAIA Unit

Private Bag 2700

Houghton

2041 Tel: +27-11-484-8300

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.

4.1 Documents are held in accordance with statutory provisions that
include those in the following Acts.

4.2 This list is not exhaustive.

4.2.1 Attorneys Act 53 of 1979

4.2.2 Basic Conditions of Employment Act 75 of 1997

4.2.3 Financial Intelligence Centre Act 38 of 2001

4.2.4 Occupational Health and Safety Act 85 of 1993

4.2.5 Skills Development Act 97 of 1998

- 4.2.6 Compensation for Occupational Injuries and Diseases Act 130 of 1993
- 4.2.7 Unemployment Insurance Act 30 of 1966; Act 4 of 2002
- 4.2.8 Income Tax Act 58 of 1962
- 4.2.9 Value-Added Tax Act 89 of 1991

5. CATEGORIES OF RECORDS HELD

- 5.1 Financial records
- 5.2 Employee records
- 5.3 Client records
- 5.4 Legal records
- 5.5 Commercial contracts
- 5.6 Insurance contracts

6. 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.

7. Access to records may be refused on grounds specified in the Act, i.e. attorney-client privilege.

8. FORM OF REQUEST

8.1 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) web site <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.

9. PRESCRIBED FEES

9.1 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 R575,00. The fee structure can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>

10. AVAILABILITY OF THE MANUAL

10.1 This manual is available for inspection at our offices at no cost.

10.2 Copies of the manual may be obtained, subject to the prescribed fees, from these offices.

10.3 The manual can also be accessed on the web site of www.edhlaw.biz