



# Law@Work

## WORKPLACE SOLUTIONS

**PAIA Manual in terms of Section 51 of the Promotion  
of Access to Information Act, 2 of 2000**

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# PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

Section 51 Manual of LAW AT WORK (PTY) LTD  
(Registration number: 2011/009770/07)

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## 1. Contact particulars

|                     |  |
|---------------------|--|
| Name of Business    | Law at Work (Pty) Ltd<br>Reg no 2011/009770/07                     |
| Head of business    | Charl Strydom  |
| Information officer | Carien Strydom   |
| Postal Address      | PO Box 35068<br>Menlo Park<br>0102<br>Pretoria                     |
| Telephone           | 081 461 2518   |
| Facsimile           | 086 516 0590   |
| E-mail              | <a href="mailto:info@law-at-work.co.za">info@law-at-work.co.za</a> |
| Website             | <a href="http://www.law-at-work.co.za">www.law-at-work.co.za</a>   |

## 2. Introduction

Labour law and forensic advisory services

## 3. Guide in terms of section 10 of the Act

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

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.

The Guide is available for inspection at the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown 2193 and on its website at [www.sahrc.org.za](http://www.sahrc.org.za).

### Section 52(2)

Records, which are available without a person having to request access in terms of PAIA.



At this stage 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 PAIA.

#### **4. Information available in terms of other legislation**

Information is available in terms of the following legislation, if and where applicable:

- Basic Conditions of Employment Act No 75 of 1997
- Broad-based Black Economic Empowerment Act No 53 of 2003
- Companies Act No 71 of 2008
- Consumer Protection Act No 68 of 2008
- Competition Act No 89 of 1998
- Compensation of Occupational Injuries and Diseases Act No 130 of 1993
- Criminal Procedure Act No 51 of 1977
- Electronic Communications and Transactions Act No 25 of 2002
- Employment Equity Act No 55 of 1998
- Employment Services Act No 4 of 2014
- Employment Tax Incentive Act No 26 of 2013
- Income Tax Act No 58 of 1962
- Intellectual Property Laws Amendments Act No 28 of 2013
- Labour Relations Act No 66 of 1995
- Occupational Health and Safety Act No 85 of 1993
- Prevention of Organised Crime Act No 121 of 1998
- Prevention and Combatting of Corrupt Activities Act No 12 of 2004
- Promotion of Access to Information Act No 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act No 4 of 2004
- Patents Act No 57 of 1978
- Securities Transfer Act No 25 of 2007
- South African Reserve Bank Act No 90 of 1989
- South African Revenue Services Act No 34 of 1997
- Skills Development Levies Act No 9 of 1999
- Skills Development Act No 97 of 1998
- Trademarks Act No 194 of 1993
- Unemployment Contributions Act No 4 of 2002
- Unemployment Insurance Act No 63 of 2001
- Value Added Tax Act No 89 of 1991

## 5. Information available in terms of the Act

### Subjects and categories of records held

- Certificate of Incorporation
- Certificate to Commence Business
- Directors Attendance Register
- Memorandum of Incorporation
- Minutes of Shareholders Meetings
- Minutes of Directors Meetings
- Proxy Documents
- Financial records
- Income Tax records
- Personnel records
- Trainee records
- Proxy forms used at Court Convened Meetings
- Register of Directors and Officers
- Register of Directors Shareholding
- Resolutions
- Shareholders Agreements
- Cooperation Agreements
- Founding Statements and Amendments
- Minute Books
- Resolutions Passed at Meetings
- Annual financial statements and working papers
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Lease or instalment sale agreements
- Insurance records
- Investment records
- Auditor's reports
- Internal auditors' reports
- Inventory records
- Management reviews
- Capital expenditure
- Credit agreements



## 6. Access to records

The requester must:

- provide sufficient particulars to enable Law at Work (Pty) Ltd to identify the record(s) requested and to identify the requester
- indicate which form of access is required
- specify a postal address or fax number of the requester in the Republic
- identify the right that the requester is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right, and
- be prepared to pay all reasonable cost associated with executing the request, if approved.

If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, the requester must state that manner and the necessary particulars to be informed in the other manner.

If the request is made on behalf of another person, proof must be submitted of the capacity in which the requester is making the request, to the reasonable satisfaction of Law at Work (Pty) Ltd.

## 7. Availability of the Manual

Copies of the manual are available for inspection, free of charge, at the offices of Law at Work (Pty) Ltd and from the South African Human Rights Commission.

Signature Head of Business:

A handwritten signature in black ink, consisting of a large, stylized 'E' shape with a horizontal line extending to the right.

Signed on: 30-09-2015