

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





HAASBROEK & BOEZAART
PROCURERS | ATTORNEYS

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1. Company Introduction and Business Type

The firm originates from the partnership of Van der Merwe, Haasbroek & Boezaart on 2 December 1948 by Messrs. Willie van der Merwe, Johan Haasbroek and Ted Boezaart. This partnership dissolved on 30 November 1957 whereafter Johan Haasbroek and Ted Boezaart formed the partnership Haasbroek & Boezaart which was registered as a personal liability company in December 1988 and continues to exist as Haasbroek & Boezaart Incorporated (hereinafter “the Company”).

The firm renders specific legal services of a high quality to both commercial and private clients, such services ranging from High Court debt collection, general conveyancing and notarial practice, administration of deceased estates and general commercial work.

2. Contact Details

The information as required in terms of section 51(1)(a) of the Promotion of Access to Information Act, 2 of 2000 (as amended, hereinafter “the Act”) appears as follows:

Directors: Mr. NH Boezaart
Mrs. R Ellis
Mrs. W Mouton
Mr. A Vlotman
Mrs. CL Morton dos Santos
Mrs. CP Gerber

Designated Information Officer: Mr. A Vlotman

Postal Address: PO Box 74224, Lynnwood Ridge, 0040

Street Address: 13 Stamvrug Street, Val de Grace, Pretoria, 0182

Telephone Number: 012 481 3555



HAASBROEK & BOEZAART
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Fax Number: 086 673 2450

Email: info@hblaw.co.za

3. Guide on How to Use the Act

- 3.1 The Act grants the requester of information access to the 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, such public body must be acting in the public interest.
- 3.2 Requests made in terms of the Act shall be so made in accordance with the prescribed procedures and at the prescribed rates.
- 3.3 Requesters of information are referred to the guide compiled by the South African Human Rights Commission in terms of section 10 of the Act, which guide will contain information for the purposes of exercising the requester's constitutional rights. The aforesaid guide is available from the South African Human Rights Commission, whose contact details appear as follows:

Postal Address:	Private Bag X2700, Houghton, 2041
Telephone Number:	+27-11-877 3600
Fax Number:	+27-11-403 0625
Website:	www.sahrc.org.za

4. Applicable Legislation

The Company retains information and/or documentation in terms of and in accordance with *inter alia* the following legislation:

- 4.1 Attorneys Act, 53 of 1979.
- 4.2 Pension Funds Act, 24 of 1956.



- 4.3 Income Tax Act, 58 of 1962.
- 4.4 Insolvency Act, 24 of 1936.
- 4.5 Companies Act, 71 of 2008.
- 4.6 Value Added Tax Act, 89 of 1991.
- 4.7 Occupational Health and Safety Act, 85 of 1993.
- 4.8 Compensation for Occupational Injuries and Diseases Act, 130 of 1993.
- 4.9 Labour Relations Act, 66 of 1995.
- 4.10 Basic Conditions of Employment Act, 75 of 1997.
- 4.11 Employment Equity Act, 55 of 1998.
- 4.12 Skills Development Act, 97 of 1998.
- 4.13 Medical Schemes Act, 13 of 1998.
- 4.14 Skills Development Levies Act, 9 of 1999.
- 4.15 Unemployment Insurance Act, 63 of 2001.
- 4.16 Electronic Communications and Transactions Act, 25 of 2002.
- 4.17 Financial Intelligence Centre Act, 38 of 2001.
- 4.18 Deeds Registries Act, 47 of 1937.
- 4.19 Sectional Titles Act, 95 of 1986.
- 4.20 Administration of Estates Act, 66 of 1965.
- 4.21 Promotion of Access to Information Act, 2 of 2000.
- 4.22 Close Corporations Act, 69 of 1984.



5. Schedule of Records

The following information and/or documentation is held by the Company and access thereto by a requester shall be subject to the provisions of the Act, attorney-client privilege and a reservation by the Company of all its rights to refuse access on any legal grounds as envisaged in the Act or any other relevant law in the Republic of South Africa:

5.1 Records in terms of the Companies Act

- Incorporation documents
- Memorandum of Incorporation
- Minutes of Director's meetings
- Share register and concomitant statutory register(s)
- Records pertaining to appointment of directors and auditors

5.2 Financial Records

- Audited annual financial statements
- Tax returns
- Accounting records
- Banking records
- Paid cheques
- Electronic banking records
- Asset register
- Rental agreements
- Invoices

5.3 Records pertaining to Tax

- PAYE Records
- Documents issued to employees for income tax purposes (e.g. IRP5)
- Records of payments made on behalf of employees to SARS
- VAT-related records
- Regional services levies
- Skills development levies



- UIF
- Workmen's compensation

5.4 *Personnel Records*

- Contracts of employment
- Employment equity plan
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records

5.5 *Client Records*

- Documentation and/or information for identification purposes
- Personal information
- Financial information

6. **Form of Request**

6.1 The requester of information from the Company must direct such request, in the prescribed form to be found at www.sahrc.org.za, to the Information Officer at the address, fax number, or electronic mail address as provided herein.

6.2 The form must provide sufficient details to enable the Company to identify:

6.2.1 The record(s) so requested;

6.2.2 The requester (in the event that an agent is lodging the request on behalf of the requester, sufficient proof of the capacity to act as such);

6.2.3 The form of access required;



- 6.2.4 The postal address, fax number or electronic mail address of the requester in the Republic of South Africa together with the manner in which the requester elects to receive the decision of his/her/its request;
- 6.2.5 A summary of the right which the requester is seeking to exercise or protect with an explanation of the reason the requested record it required to exercise or protect said right.

7. **Latest Notice**

At the time of compilation of this manual, no notice(s) has/have been published regarding the categories of records which are automatically available without a person having to make a request in terms of the Act.

8. **Additional Information**

- 8.1 Where applicable, payment of request and access fees shall be made in terms of section 54 of the Act prior to a request being considered and any information being made available.
- 8.2 This manual is available for inspection by the general public, upon request, during office hours at the offices of the Company and copies may also be requested from the South African Human Rights Commission.