



ACCESS TO INFORMATION MANUAL OF
LAÄS & SCHOLTZ INC.
1995/000239/21
(PRIVATE BODY)

PREPARED IN TERMS OF SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF
2000 ("THE ACT")

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1. PURPOSE

The purpose of this Manual is to assist the public who seeks access information in terms of the PAIA from Laäs and Scholtz.

2. TERMS USED IN THIS MANUAL

2.1 Terms defined in the Act shall have the same meaning set out therein;

2.2 Reference to sections shall be a reference to sections in the Act.

3. THE ACT

3.1 The Act grants a requester access to 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, the public body must be acting in the public interest.

3.2 Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

3.4 The contact details of the Commission are:

3.4.1 Postal Address : Private Bag 2700, Houghton, 2041

3.4.2 Telephone : +27-11-877 3600

3.4.3 Facsimile : +27-11-403 0625

3.4.4 Website : www.sahrc.org.za

4. DETAILS OF INFORMATION OFFICER

The information officer is Lizelle van Dyk, who can be contacted at:

Telephone number : 021 975 0802
Email address : lizelle@lslaw.co.za

5. BACKGROUND OF LAÄS & SCHOLTZ.

5.1 Laäs & Scholtz Inc. is a firm of attorneys, notaries and conveyancers practicing in Durbanville, Western Cape and is headed by five directors, supported by a complement of highly efficient personnel, offering a variety of legal services.

5.2 The Directors are:

5.2.1 Daniël Jacobus Laäs (email: djl@lslaw.co.za)
5.2.2 Maria Johanna Olivier (email: marietjie@lslaw.co.za)
5.2.3 Edward Charles Jearey (email: ecj@lslaw.co.za)
5.2.4 Jéan Petrus Kotzé (email: [jean@lslaw](mailto:jean@lslaw.co.za))
5.2.5 Ilismi du Toit (email: ilismi@lslaw.co.za)

6. ORGANISATION DETAILS

6.1 Name of entity : Laäs and Scholtz Inc.
6.2 Type of entity : Private Company
6.3 Main business of entity : Attorneys, Notaries and Conveyancers
6.4 Registration number : 1995/000239/21
6.5 Physical address : Queen Street Chambers, 33 Queen Street,
Durbanville, 7550
6.6 Postal address : PO Box 1200, Durbanville
6.7 Telephone number : 021 975 0802
6.8 Telefax number : 021 975 0823/16

6.9 Email address : office@lslaw.co.za

6.10 Website : www.lslaw.co.za

7. ACCESS TO INFORMATION UPON REQUEST

In the event that a person or entity requires access to information, Annexure A must be completed, which can be found at the end of the Manual. Upon proof of payment received from the requester, the requester may receive access to information within 5 (five) working days.

8. RECORDS HELD AT LAÄS & SCHOLTZ INC.

The records which are available at Laäs and Scholtz are inter alia but not limited to:

- Attorneys Act 53 of 1979
- Basic Conditions of Employment Act 75 of 1997
- Closed Corporation Act 69 of 1984
- Closed Corporation amendment Act 25 of 2005
- Consumer Protection Act 68 of 2008
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Financial Advisory and Intermediary Services Act 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Insolvency Act 24 of 1936
- Labour Relations Act 66 of 1995
- Prevention of Organised Crime Act 121 of 1998
- Sectional Titles Act 95 of 1986
- The National Credit Act 34 of 2005

9. RECORDS HELD AT LAÄS & SCHOLTZ RELATING TO OPERATIONAL DOCUMENTS

The records relating to operational documents which are available at Laäs and Scholtz are inter alia, but not limited to:

- Accounting records
- Information technology
- Intellectual property
- Personnel records
- Sales and marketing
- Statutory company records
- Client databases
- Internal phone lists
- Policies
- Directives
- Minutes of meetings
- Administrative information

10. PROCESS OF REQUEST

10.1 A person who wants access to the records must complete the necessary request form, as set out in Annexure A, and the completed form must be sent to the address (physical or postal) or fax number of Laäs and Scholtz Inc. as envisaged in this manual and marked for the attention of the information officer, Lizelle van Dyk.

10.2 This manual is available for inspection by the general public upon request during the office hours of 08:00 and 16:00 and there is no charge for viewing the manual at our offices in Durbanville. Copies of the manual may be made available subject to the prescribed fee.

10.3 Copies may also be requested from the South African Human Rights Commission at the address indicated below.

11. FEE

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fees. Any other requester must pay the required fee:

11.1 A fee will be required by Lizelle van Dyk (information officer) before further processing of the request in terms of section 54 of the Act.

11.2 A requester fee of R50.00 should be paid, this amount will be refunded should the request for access be refused.

11.3 A portion of the access fee (not more than one third) may be required before the request is considered.

11.4 The requester may lodge an application with a court against the payment of the request fee in terms of section 54(3)(b) of the Act.

11.5 The information officer may withhold a record until the requester has paid the applicable fees.

12. SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Any queries with regard to this manual should be directed to:

The South African Human Rights Commission; PAIA Unit

Research and Documentation Department

Private Bag 2700

Houghton

2041

Phone: 011 877 3600

Fax: 011 403 0625

Email: PAIA@sahrc.org.za

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act 2 of 2000)

1. PARTICULARS OF PRIVATE BODY

Name of company:
Name and capacity of person requesting on behalf of company:
Physical address of company:
Postal address of company:
Telephone number of company:
Fax number of company:
Email address of person requesting on behalf of company:

2. PARTICULARS OF PERSON REQUESTING ACCESS TO A RECORD

Full names and surname:
Identity number:
Physical address:
Postal address:
Telephone number:
Fax number:
Email address:

3. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

This section must only be completed if a request for information is made on behalf of another person.

Full names and surname:
Identity number:

4. PARTICULARS OF RECORD

Description of record or relevant part of the record:
Reference number, if available:
Any other further particulars of record:

5. REASONS FOR REQUEST

Reasons for request:

6. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

How would you like to be notified of the decision regarding your request? Please tick appropriate box			
Telephone call <input type="checkbox"/>	Fax <input type="checkbox"/>	Registered mail <input type="checkbox"/>	Email <input type="checkbox"/>