

HOUGH & BREMNER ATTORNEYS

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

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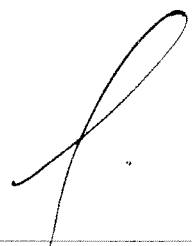
Contents Page

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

Section 51 Manual of HOUGH & BREMNER ATTORNEYS

(Registration number:)

1. Contact particulars (Section 51(1)(a))
2. Introduction
3. Guide in terms of section 10 of The Act (Section 51(1)(b))
4. Facilitation of a request for access to information (Section 51 (1)(e))
5. Information available in terms of other applicable legislation (Section 51(1)(c))
6. Information automatically available
7. Information available in terms of the act (Section 51 (1)(d))
8. General (Section 51(1)(f))
9. Requesting Procedures
10. Availability of the manual



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

SECTION 51 MANUAL OF HOUGH & BREMNER ATTORNEYS (REGISTRATION NUMBER:)

1. CONTACT PARTICULARS

Head of business:	Mr AC Bremner and Mr DC Eastes	Information officer:	Ilze Aucamp
Postal Address:	P.O. Box 642 Nelspruit 1200	Physical Address:	22 Murray Street Nelspruit 1200
Telephone Number:	013 752 4740	Fax Number:	013 752 3514
E-mail Address:	admin@houghbremner.co.za		
Website:	www.houghbremner.co.za		

2. INTRODUCTION

Hough and Bremner is an attorneys practice which operates in a partnership. Please see their website www.houghbremner.co.za for the services they offer.

3. GUIDE IN TERMS OF SECTION 10 OF 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. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

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. The contact details of the Commission are:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	(+27)11 877 3600
Fax Number:	(+27)11 403 0625
Website:	www.sahrc.org.za

4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from **HOUGH & BREMNER ATTORNEYS, www.houghbremner.co.za**.

5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Attorneys Act 53 of 1979
- Basic Conditions of Employment Act 75 of 1997
- Employment Equity Act 55 of 1998
- Estate Duty Act 45 of 1955
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- South African Revenue Services Act 34 of 1997
- Skills Development Levies Act 9 of 1999
- Tax Administration Act 28 of 2011
- Transfer Duty Act 40 of 1949
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- www.houghbremner.co.za

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

Accounting Records

- Tax returns and assessments
- VAT returns

Personnel Records

- IRP 5 and IT 3 certificates
- UIF, PAYE and SDL returns

8. GENERAL

N/A

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of HOUGH & BREMNER ATTORNEYS, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.

10. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of HOUGH & BREMNER ATTORNEYS, from the South African Human Rights Commission and at: www.houghbremner.co.za.

A handwritten signature in black ink, appearing to be 'R. O. O'Brien', written over a horizontal line.