



# VAN ZYL SCHEEPERS

— A T T O R N E Y S —

## PROMOTION OF ACCESS TO INFORMATION ACT MANUAL

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### 1. WHO ARE WE

We are Van Zyl Scheepers Inc, a law firm with a personal touch.

Business name: **Van Zyl Scheepers Inc, a personal liability company registered in South Africa with registration number 2020/705999/21**

Physical address: **34 Dorp Street, Stellenbosch, Western Cape, South Africa, 7600**

Directors: **Frederick Jakobus van Zyl & Johannes Hendrikus Scheepers**

Phone number: **021 493 3577**

Website: [www.vzslaw.co.za](http://www.vzslaw.co.za)

Email address: [info@vzslaw.co.za](mailto:info@vzslaw.co.za)

## 2. ABOUT THIS MANUAL

We respect your right of access to information. This manual will help you to exercise that right to get access to some of our records. This manual has been made available in compliance with Section 51 of the Promotion to Access of Information Act 2 of 2000 (generally referred to as "PAIA").

This manual is available on our website or a hard copy can be obtained at our premises.

## 3. WHO CAN YOU CONTACT FOR ASSISTANCE?

If you need to access our information or records, you can contact our Information Officer:

Name: **Johannes Hendrikus Scheepers**

Address: **34 Dorp Street, Stellenbosch**

Phone number: **021 493 3577**

Website: [www.vzslaw.co.za](http://www.vzslaw.co.za)

Email address: [rikus@vzslaw.co.za](mailto:rikus@vzslaw.co.za)

## 4. FURTHER GUIDANCE FROM THE INFORMATION REGULATOR

If you require further guidance regarding PAIA and exercising your rights, you can contact the Information Regulator or read the Information Regulator's PAIA guide in each official language at: <https://www.justice.gov.za/infoereg/docs.html>.

The Information Regulator's details:

Website: [www.infoeregulator.org.za](http://www.infoeregulator.org.za)

Postal address: **PO Box 3153, Braamfontein, Johannesburg, 2017**

Physical address: **JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001**

Phone number: **010 023 5200**

Lodge a complaint: [paiacomplaints@infoeregulator.co.za](mailto:paiacomplaints@infoeregulator.co.za)

General Enquiries: [enquiries@info regulator.org.za](mailto:enquiries@info regulator.org.za)

## 5. RECORDS WE MAKE AVAILABLE AUTOMATICALLY

These are records that we make available automatically without you needing to request access to them in terms of PAIA.

<b>Records:</b>	<b>Access:</b>
Directors' names	<a href="http://www.bizportal.gov.za">www.bizportal.gov.za</a>
Other incorporation documents	<a href="http://www.bizportal.gov.za">www.bizportal.gov.za</a>
Banking details	Request via e-mail and confirmed in person or telephonically
Information on our website	<a href="http://www.vzslaw.co.za">www.vzslaw.co.za</a>

## 6. RECORDS WE REQUIRE TO DO OUR BUSINESS

We hold certain categories of records in electronic or physical format. We do not make these records available automatically. You may request access to these documents in terms of PAIA:

<b>Categories:</b>	<b>Description of categories:</b>
Statutory records	Company incorporation documents Share register Memorandum of Incorporation Minutes of meetings of the board of directors Records relating to the appointment of directors, auditors, and other officers
Income tax	Pay-as-you-earn (PAYE) records Documents issued to employees for income tax purposes Records of payments made to South African Revenue Services on behalf of employees

	<p>All or any statutory compliance</p> <p>Value Added Tax</p> <p>Skills development levies</p> <p>Unemployment Insurance Fund</p>
<p>Labour relations records</p>	<p>Personnel documents and records</p> <p>Employment contracts</p> <p>Medical aid records</p> <p>Pension Fund records</p> <p>Disciplinary records</p> <p>Salary records</p> <p>Disciplinary code and/or procedures</p> <p>Leave records</p> <p>Training records</p> <p>Training manuals</p> <p>Address lists</p> <p>Internal telephone lists</p>
<p>Finance</p>	<p>Receipts and payments</p> <p>Bank statements</p> <p>A list of the company's debtors and creditors</p> <p>Budgets</p> <p>Management accounts</p> <p>Asset registers</p>

	<p>Invoices</p> <p>Salaries</p> <p>Minutes of meetings</p> <p>Correspondence</p>
<p>Risk and compliance</p>	<p>Contracts</p> <p>Policies and procedures</p> <p>Risk assessment</p> <p>Compliance records</p>
<p>Other</p>	<p>IT usage statistics and equipment details</p> <p>Supplier lists</p> <p>Secretarial records</p> <p>Media releases and public relation events records</p>

**7. RECORDS THAT WE ARE REQUIRED TO HOLD BY LAW**

We keep certain legislative records that we are required to keep by law. You can request that we provide you with these records. We keep the following legislative records:

<b>Records:</b>	<b>Access:</b>
Communications and IT	Electronic Communications Act 36 of 2005  Electronic Communications and Transactions Act 25 of 2002  Regulation of Interception of Communications and Provision of Communication related Information Act 70 of 2002  Cybercrimes Act 19 of 2020
Compliance and Corporate Governance	Companies Act 71 of 2008  Competition Act 89 of 1998
Copyright, Intellectual Property and Trademarks	Copyright Act 98 of 1978  Intellectual Property Laws Amendment Act 38 of 1997  Intellectual Property Laws Amendment Act 28 of 2013  Trade Marks Act 194 of 1993
Finance	Income Tax Act 58 of 1962  Insolvency Act 24 of 1936  National Credit Act 34 of 2005  Tax Administration Act 28 of 2011  Value Added Tax Act 89 of 1991

<p>General</p>	<p>Consumer Protection Act 68 of 2008</p> <p>Prescription Act 18 of 1943</p> <p>Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000</p> <p>Promotion of Access to Information Act, No 2 of 2000</p> <p>Protection of Personal Information Act 4 of 2013</p>
<p>Human Resources</p>	<p>Basic Conditions of Employment Act 75 of 1997</p> <p>Broad Based Black Economic Empowerment Act 53 of 2003</p> <p>Compensation for Occupational Injuries and Disease Act 130 of 1993</p> <p>Employment Equity Act 55 of 1998</p> <p>Labour Relations Act 66 of 1995</p> <p>Occupational Health and Safety Act 85 of 1993</p> <p>Protected Disclosures Act 26 of 2000</p> <p>Skills Development Act 97 of 1998</p> <p>Skills Development Levies Act 9 of 1999</p> <p>Unemployment Insurance Act 63 of 2001</p> <p>Unemployment Insurance Contributions Act 4 of 2002</p>

**8. HOW DO YOU REQUEST ACCESS TO RECORDS?**

Our Information Officer has been appointed to deal with all PAIA related matters. To request access to a record, please complete [Form 2](#) and submit the form and the request fee to our Information Officer via email, or by submitting it at our physical address.

The completed form must include the following:

- it must have enough information for our Information Officer to identify you, the records you request, and the form of access you require;
- your email address, postal address, or fax number must be included;
- you must describe the right you want to exercise or protect and why you need the requested record to exercise your right;
- provide any other way you would like to be informed of our decision to provide the record or not other than in writing; and
- it must provide proof of the capacity in which you are making the request if you are doing it on behalf of someone else.

If you do not use the standard form or if you do not provide enough information, we may reject or delay the request.

## 9. HOW DO WE GIVE YOU ACCESS?

We evaluate and consider all requests we receive. If we approve it, we will decide the form of access we will provide unless you have requested the record in a specific form.

## 10. HOW MUCH WILL THE RECORDS COST?

PAIA allows us to charge a request and access fee. You must pay us the prescribed fees before we give you access to the records. On your request, our Information Officer will notify you of the application procedure.

Description	Amount
Request fee, payable by every requester	R140.00
Photocopy or printed black & white copy for every A4 page	R2.00 per page or part of the page
Printed copy of A4-size page	R2.00 per page or part of the page



For a copy in a computer-readable form on a flash drive (provided by the requester)	R40.00
For a copy of visual images	This service will be outsourced. The fee will depend on the quotation from the service provider.
For a transcription of an audio record, per A4-size page	R24.00
For each hour or part of an hour (excluding the first hour) reasonably required to search for, and prepare the record for disclosure The search and preparation fee cannot exceed	R145.00 R435.00
Deposit: if the search exceeds 6 hours	One-third of the amount per request. It is calculated in terms of items 2 to 8 above.
Postage, email or any other electronic transfer	Actual expense, if any.

## 11. WHEN CAN WE REFUSE YOU ACCESS TO A RECORD?

We may refuse to provide you access to certain records to protect:

- someone else's privacy;
- another company's commercial information;
- someone else's confidential information;
- research information;
- the safety of individuals and property; or
- records privileged from production in legal proceedings.

We will let you know of your request has been approved or denied within 30 calendar days after receiving your request. If we cannot find the record or if it does not exist, we will notify you that it is not possible to give access to that record by affidavit.

**12. WHAT CAN YOU DO IF WE REFUSE TO GIVE YOU ACCESS TO A RECORD?**

If we refuse to give you access you may apply to a court with jurisdiction or lodge a complaint with the Information Regulator at [PAIAComplaints@inforegulator.org.za](mailto:PAIAComplaints@inforegulator.org.za).

**13. HOW DO WE PROCESS AND PROTECT PERSONAL INFORMATION?**

We process various forms of personal information for various business purposes. Please refer to our Privacy Policy or ask our information officer for a copy if you want to know more.