

INFORMATION PAIA MANUAL
OF
PAS PROKUREURS PRETORIA
(PAIA MANUAL”)

Prepared in accordance with Section 51 and 14 of the Promotion of
Access to Information Act, Number 2 of 2000 (“the Act”)

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1. BACKGROUND TO THE PROMOTION OF ACCESS TO INFORMATION ACT

The promotion of the Access to Information Act, No. 2 of 2000 ("the Act") was enacted on 3 February 2000, giving effect to the constitutional right in terms of section 32 of the Bill of Rights contained in the Constitution of the Republic of South Africa 108 of 1996 ("the Constitution") of access to any information held by the state and any information that another person has and that is required for the exercise or protection of any rights.

In terms of Sections 51 and 14 of the Act, all Public Bodies are required to compile an Information Manual ("PAIA Manual").

Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, subject to applicable legislative and/ or regulatory requirements, except where the Act expressly provides that the information may or must not be released, the Act sets out the relevant procedure to be adopted when requesting information from a Public or a Private Body.

2. PAS PROKUREURS PRETORIA

PAS Prokureurs Pretoria is a private law practice established in accordance with the laws of South Africa. This PAIA Manual is relevant and has application for the major subsidiaries/portfolios/subgroups of PAS Prokureurs Pretoria as set out in the list below.

3. PURPOSE OF THE PAIA MANUAL

This PAIA Manual is intended to ensure that PAS Prokureurs Pretoria complies with the Act and to foster a culture of transparency and accountability within PAS Prokureurs Pretoria by giving effect to the right to information that is required for the exercise or protection of any right and to actively promote a society in which the people of South Africa have effective access to information to enable them to exercise and protect their rights.

In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of the Act for them to exercise their rights in relation to public and private bodies.

3.1 Section 9 of the Act recognizes that the right to access information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

3.1.1 Limitations aimed at the reasonable protection of privacy;

3.1.2 Commercial confidentiality; and

3.1.3 Effective, efficient and good governance;

And in a manner that balances that right with any other rights, including such rights in the Bill of Rights in the Constitution.

This PAIA Manual has been drafted and submitted to the Human Rights Commission.

In addition, this PAIA Manual complies with the requirements of Section 10 of the Act and recognises that upon commencement of the Protection of Personal Information Act 4 of 2013, that the appointed Information Regulator will be responsible for regulating compliance with the Act and its Regulations by Public and Private Bodies.

4. CONTACT DETAILS OF THE CHIEF EXECUTIVE OFFICER (SECTION 51(1)(a))

CHIEF EXECUTIVE OFFICER:	THEUNIS CHRISTOFFEL STOFFBERG
REGISTERED ADDRESS:	187 Parker Street Riviera Pretoria 0084
POSTAL ADDRESS:	187 Parker Street Riviera Pretoria 0084
TELEPHONE NUMBER:	012 329 0824
FAX NUMBER:	
WEBSITE	www.pasprok.co.za

5. THE INFORMATION OFFICER

- 5.1 The Act prescribes the appointment of an Information Officer for Private and Public Bodies where such Information Officer is responsible for, *inter alia*, assess requests for access to information. The Head of a Private/Public Body fulfills such a function, and Pas Prokureurs Pretoria has opted to appoint an Information Officer to assess requests for access to information. The Head of the Private/Public body fulfills such a function, and Pas Prokureurs Pretoria has opted to appoint an Information Officer to assess requests for access to information as well as to oversee its required functions in terms of the Act.
- 5.2 The Information Officer appointed in terms of the Act also refers to the Information Officer as referred to in the Protection of Personal Information Act 4 of 2013. The Information Officer oversees the functions and responsibilities as required in terms of both this Act as well as the duties and responsibilities in terms of section 55 of the Protection of Personal Information Act 4 of 2013 after registering with the Information Regulator.
- 5.3 The Information Officer may appoint, where it is deemed necessary, Deputy Information Officers, as allowed in terms of section 17 of the Act as well as section 56 of the Protection of Personal Information Act 4 of 2013. This is in order to render Pas Prokureurs Pretoria as accessible as reasonably possible for requesters of its records and to ensure fulfillment of its obligations and responsibilities as prescribed in terms of section 55 of the Protection of Personal Information Act 4 of 2013. All requests for information in terms of the Act must be addressed to the Information Officer.

CONTACT DETAILS OF THE INFORMATION OFFICER

INFORMATION OFFICER:	THEUNIS CHRISTOFFEL STOFFBERG
PHYSICAL ADDRESS:	
TELEPHONE:	012 329 0824
EMAIL:	theunis@paspta.co.za
ALTERNATIVE EMAIL:	elme@pasprok.co.za

6. GUIDE OF SA HUMAN RIGHTS COMMISSION

6.1 ENQUIRY DETAILS

6.2 The South African Human Rights Commission has compiled the Guide as required in terms of section 10 of the Act. The Guide contains such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act and accordingly it:

6.2.1 Contains information on understanding and how to use the Act;

6.2.2 Includes: The objectives of the Act; Particulars of every Public and Private Body; The manner and form for requests; Contents of the Regulations promulgated under the Act;

6.2.3 Will be updated and published every two years.

6.3 The Guide is available in all the official languages of the Republic of South Africa.

6.4 Any inquiries regarding this Guide should be directed to:

The South African Human Rights Commission, at:

PAIA Unit (The Research and Documentation Department),

Braampark Forum 3, 33 Hoofd Street, Braamfontein, JOHANNESBURG

Private Bag X2700, Houghton, 2041

Telephone Number; (011) 877-3803

Fax Number: (011) 403-0625

Website: www.sahrc.org.za

Email Address: section51.paia@sahrc.org.za

7. AVAILABILITY OF THIS MANUAL

A hard copy will be available at our office, or the requester can access this Manual by requesting a copy from the Information Officer by email.

7.1 STEPS TO CONSIDER BEFORE SUBMITTING A REQUEST

The following steps must be considered before submitting a request:

7.1.1 Step 1: **Are you requesting your own information?**

All data subjects are allowed access to their own information without having to use the request for access to information procedures as set out in the Promotion of Access to Information Act, including, but not limited to:

- File contents;
- Procedural documents;
- Legal correspondence;
- Personal records;
- Personal reports;
- Medical records;
- Photos and or images;
- Financial statements;
- Bank Statements;
- Income and expenditure;
- Qualifications;
- Recordings;

7.1.2 Step 2: Are you entitled to use the Act to request access?

Please take note of section 7(1) of the Act, which states:

“This Act does not apply to a record of a public body or a private body if:

- a) That record is requested for the purpose of criminal or civil proceedings;
- b) So requested after the commencement of such criminal or civil proceedings, as the case may be; and
- c) The production of or access to that record for the purpose referred to in paragraph (a) is provided for any other law.”

If section 7(1) applies, you may not bring a request in terms of this Act. You must use the rules and procedures for the discovery of information of the relevant legal forum and proceedings you are involved in. Pas Prokureurs Pretoria reserves the right to claim all expenses and other damages incurred as a result of a requester submitting a request in contravention of section 7(1).

7.1.3 Step 3: Does the information requested exist in the form of a record?

Please note that the Act only applies to records that are in existence when we receive your request. The Act does not compel anyone to create records that are not yet in existence when the request is made. For instance, the Act cannot be used to obtain reasons for a decision taken by Pas Prokureurs Pretoria if such reasons are not in the form of a record.

7.1.4 Step 4: Is the record in the possession or under the control of Pas Prokureurs Pretoria?

The Act provides that the record requested must be in our possession or under our control. Therefore, even if Pas Prokureurs Pretoria created a record or at some point in Pas Prokureurs Pretoria’s possession (but not in Pas Prokureurs Pretoria’s control at the time of your request), you must seek access to the record from the party under whose possession or control it is.

8. RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT (SECTION 51(1)(D))

8.1 RECORDS HELD BY PAS PROKUREURS PRETORIA PRETORIA

8.1.1 This clause serves as a reference to the categories of information that Pas Prokureurs Pretoria holds. The information is classified and grouped according to records relating to the following subjects and categories:

8.1.1.1 Personnel Records

8.1.1.1.1 Personnel records provided by personnel.

8.1.1.1.2 Records provided by a third party relating to personnel.

8.1.1.1.3 Conditions of employment and other personnel-related contractual and quasi-legal records.

8.1.1.1.4 Internal evaluation records and other internal records.

8.1.1.1.5 Correspondence relating to personnel.

8.1.1.1.6 Training schedules and material.

“Personnel” refers to any person who works for or provides services to or on behalf of Pas Prokureurs Pretoria and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of Pas Prokureurs Pretoria. This includes, without limitation, directors, all permanent, temporary, and part-time staff, as well as contract workers.

8.1.1.2 Client Related Records

8.1.1.2.1 Records provided by a client to Pas Prokureurs Pretoria.

8.1.1.2.2 Records provided by a third party to Pas Prokureurs Pretoria.

8.1.1.2.3 Records generated by or within Pas Prokureurs Pretoria relating to its clients.

A “client” refers to any natural person and a juristic entity that receives services from Pas Prokureurs Pretoria.

8.1.1.3 Private Body Records

8.1.1.3.1 Financial records

8.1.1.3.2 Operational records

8.1.1.3.3 Databases

8.1.1.3.4 Information Technology

8.1.1.3.5 Marketing records

8.1.1.4 Internal Correspondence

8.1.1.4.1 Product records

8.1.1.4.2 Statutory records

8.1.1.4.3 Internal Policies and Procedures

8.1.1.4.4 Records held by officials of the institution

These records include but are not limited to the records which pertain to Pas Prokureurs Pretoria' own affairs.

8.1.1.5 Other Party Records

8.1.1.5.1 Personnel, client, or private body records which are held by another party, as opposed to the records held by Pas Prokureurs Pretoria itself.

8.1.1.5.2 Records held by Pas Prokureurs Pretoria pertaining to other parties, including without limitation, financial records, correspondence, procedural documents, contractual records, records provided by the other party, and records third parties have provided about the clients.

8.1.1.5.3 Pas Prokureurs Pretoria may possess records pertaining to other parties, including, without limitation, clients, employees, contractors, suppliers, subsidiary/holding/sister companies, joint venture companies, and service providers. Alternatively, such other parties may possess records that can be said to belong to Pas Prokureurs Pretoria.

8.2 Note that the accessibility of the records may be subject to the grounds of refusal set out in the PAIA Manual. Amongst others, records deemed confidential on the part of a third party will necessitate permission from the third party concerned, in addition to normal requirements, before Pas Prokureurs Pretoria will consider access.

9. RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF THE ACT

9.1 Records of a public nature, typically those disclosed on Pas Prokureurs Pretoria' website and in its various annual reports, may be accessed without the need to submit a formal application.

9.2 Other non-confidential records, such a statutory records maintained at CIPC, may also be accessed without the need to submit a formal application. However, please note that an appointment to view such records will still have to be made with the Information Officer.

10. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

10.1 Where applicable to its operations, Pas Prokureurs Pretoria also retains records and documents in terms of the legislation listed below. Unless disclosure is prohibited in terms of legislation, regulations, contractual agreement, or otherwise, records that are required to be made available in terms of these acts shall be made available for inspection by interested parties in terms of the requirements and conditions of the Act; the below-mentioned legislation, and applicable internal policies and procedures, should such interested parties be entitled to such information. A request to access must be made in accordance with the prescriptions of the Act.

10.1.1 Attorneys Act no.53 of 1979;

10.1.2 Auditing Professions Act No. 26 of 2005;

10.1.3 Basic Conditions of Employment Act No. 75 of 1997;

10.1.4 Broad-Based Black Economic Empowerment Act, 2003;

10.1.5 Business Act No 71 of 1991;

10.1.6 Companies Act No. 71 of 2008;

10.1.7 Compensation of Occupational Injuries and Diseases Act No. 130 of 1993;

10.1.8 Competition Act. No. 71 of 2008;

10.1.9 Constitution Act. No. 7 of 2008;

10.1.10 Copyright Act No. 98 of 1978;

10.1.11 Custom and Exercise Act No. 91 of 1964;

10.1.12 Debt Collectors' Act No. 91 of 1964;

10.1.13 Design Act No. 195 of 1993;

10.1.14 Electronic Communications Act No. 36 of 2005;

10.1.15 Electronic Communications and Transaction Act No. 25 of 2002;

10.1.16 Employment Equity Act No. 55 of 1998;

10.1.17 Financial Advisory and Intermediary Services Act of 2002;

10.1.18 Financial Intelligence Centre Act No 38 of 2001;

10.1.19 Identification Act No. 68 of 1997;

10.1.20 Income Tax Act No. 58 of 1962;

10.1.21 Insider Trading Act No. 135 of 1998;

10.1.22 Insolvency Act No. 24 of 1936;

10.1.23 Inspection of Financial Institutions Act No. 18 of 1998;

10.1.24 Intellectual Property Laws Amendment Act 38 of 1997;

10.1.25 Labour Relations Act No. 66 of 1995;

10.1.26 Leases of Land Act no. 18 of 1969;

10.1.27 Long Term Insurance Act 52 of 1998;

10.1.28 Machinery and Occupational Safety Act No. 6 of 1983;

10.1.29 National Credit Act No. 34 of 2005;

10.1.30 National Road Traffic Act 93 of 1996;

10.1.31 National Environmental Management act No 107 of 1998;

- 10.1.32 Occupational Health and Safety act No. 85 of 1993;
 - 10.1.33 Patents Act No. 57 of 1978;
 - 10.1.34 Pension Funds Act No. 24 of 1956;
 - 10.1.35 Prescription Act No. 68 of 1969;
 - 10.1.36 Prevention of Organised crime Act No. 121 of 1998;
 - 10.1.37 Promotion of access to Information Act No. 2 of 2000;
 - 10.1.38 Protection of Personal;
 - 10.1.39 Revenue laws Second Amendment Act No. 61 of 2008;
 - 10.1.40 The Road Accident Fund Act No 56 of 1996;
 - 10.1.41 The Road Accident Amendment Act 19 of 2005;
 - 10.1.42 Road Transportation Act No. 74 of 1977;
 - 10.1.43 Skills Development Levies Act No. 9 of 1999;
 - 10.1.44 Short-term Insurance act No. 53 of 1998;
 - 10.1.45 Stock Exchanges Control Act No. 1 of 1985;
 - 10.1.46 South African Schools Act 84 of 1996;
 - 10.1.47 Taxation Laws Amendment Act No. 7 of 2010;
 - 10.1.48 Trademarks Act No. 194 of 1993;
 - 10.1.49 Transfer Duty Act No. 40 of 1949;
 - 10.1.50 Uncertificated Securities Tax Act No. 31 of 1998;
 - 10.1.51 Unemployment Contributions Act 63 of 2001;
 - 10.1.52 Unemployment Insurance Act No. 30 of 1966;
 - 10.1.53 Value Added Tax Act 89 of 1991.
- 10.2 It is further recorded that the accessibility of documents and records may be subject to the grounds of refusal set out in the PAIA Manual.

11. REQUEST PROCEDURE

11.1 PROCEDURAL REQUIREMENTS

- 11.1.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- 11.1.2 The requester must complete the prescribed form enclosed herewith and submit same as well as payment of a request fee and a deposit (if applicable) to the Information Officer or the Deputy Information Officer at the postal or physical address, fax number, or electronic mail address as noted in clause five above.

- 11.1.3 The prescribed form must be filled in with sufficient information to enable the Information Officer to identify:
- 11.1.3.1 the record or records requested; and
 - 11.1.3.2 the identity of the requester.
- 11.1.4 The requester should indicate which form of access is required and specify a postal address or fax number of the requester in the Republic;
- 11.1.5 The requester must state that he/she requires the information to exercise or protect a right and clearly state the nature of the right to be exercised or protected. The requester must clearly specify why the record is necessary to exercise or protect such a right (section 53(2)(d)).
- 11.1.6 Pas Prokureurs Pretoria will process the request within 30 (thirty) days unless the requester has stated special reasons to the satisfaction of the Information Officer that circumstances dictate that the above time periods not be complied with.
- 11.1.7 The requester shall be advised whether access is granted or denied in writing. If, in addition, the requester requires the reasons for the decision in any other manner, the requester will be obliged to state which manner and the particulars are required.
- 11.1.8 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer (section 53(2)(f)).
- 11.1.9 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 11.1.10 The requester must pay the prescribed fee before any further processing can take place.

The prescribed periods will not commence until the requester has furnished all the necessary and required information. 11.1.11 All information is listed in clause 11 herein should be provided in failing which the process will be delayed until the required information is provided. The Information Officer shall sever a record, if possible, and grant only access to that portion requested and which is not prohibited from being disclosed.

12. REFUSAL OF ACCESS TO RECORDS

12.1 GROUNDS TO REFUSE ACCESS

A Private Body such as Pas Prokureurs Pretoria is entitled to refuse a request for information.

- 12.1.1 The main grounds for Pas Prokureurs Pretoria to refuse a request for information relates to the:
- 12.1.1.1 mandatory protection of the privacy of a third party who is a natural person or a deceased person (section 63) or a juristic, as included in the Protection of Personal Information Act 4 of 2013, which would involve the unreasonable disclosure of personal information of that natural or juristic person;

- 12.1.1.2 mandatory protection of personal information and for disclosure of any personal information to, in addition to any other legislative, regulatory or contractual agreements, comply with the provisions of the Protection of Personal Information Act 4 of 2013;
- 12.1.1.3.1 mandatory protection of the commercial information of a third party (section 64), if the record contains:
 - 12.1.1.3.1 trade secrets of the third party;
 - 12.1.1.3.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - 12.1.1.3.3 information disclosed in confidence by a third party to Pas Prokureurs Pretoria, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
 - 12.1.1.3.3 privileged information disclosed between client and legal representative;
- 12.1.1.4 mandatory protection of confidential information of third parties (section 65) if it is protected in terms of any agreement;
- 12.1.1.5 mandatory protection of the safety of individuals and the protection of property (section 66);
- 12.1.1.6 mandatory protection of records which would be regarded as privileged in legal proceedings (section 67).
- 12.1.2 The commercial activities (section 68) of a Private Body, such as Pas Prokureurs Pretoria, may include:
 - 12.1.2.1 trade secrets of Pas Prokureurs Pretoria;
 - 12.1.2.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of Pas Prokureurs Pretoria;
 - 12.1.2.3 information which, if disclosed, could put Pas Prokureurs Pretoria at a disadvantage in negotiations or commercial competition;
 - 12.1.2.4 a computer program or application which is owned by Pas Prokureurs Pretoria and which is protected by copyright;
 - 12.1.2.5 the research information (section 69) of Pas Prokureurs Pretoria or a third party, if its disclosure would disclose the identity of Pas Prokureurs Pretoria, the researcher or the subject matter of the research and would place the research at a serious disadvantage.
- 12.1.3 Requests for frivolous or vexatious information or which involve an unreasonable diversion of resources shall be refused.
- 12.1.4 All requests for information will be assessed on their own merits and in accordance with the applicable legal principles and legislation.
- 12.1.5 If a requested record cannot be found or if the record does not exist, the Information Officer shall, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record. Such notice will be regarded as a decision to refuse a request for access to the record concerned for the purpose of the Act. If the record should later be

found, the requester shall be given access to the record in the manner stipulated by the requester in the prescribed form, unless the Information Officer refuses access to such record.

13. REMEDIES AVAILABLE WHEN PAS PROKUREURS PRETORIA REFUSES A REQUEST

13.1 INTERNAL REMEDIES

Pas Prokureurs Pretoria does not have an internal appeal procedure. The decision made by the Information Officer is final. Requesters will have to exercise such external remedies at their disposal if the request for information is refused and the requestor is not satisfied with the answer supplied by the Information Officer.

13.2 EXTERNAL REMEDIES

13.2.1 A requestor that is dissatisfied with the Information Officer's refusal to disclose information, may within 30(thirty) days of notification of the decision, apply to a court for relief.

13.2.2 A third party dissatisfied with the Information Officer's decision to grant a request for information, may within 30 (thirty) days of notification of the decision, apply to a Court for relief.

For purposes of the Act, the Court that has jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status, and a Magistrate's Court designated by the Minister of Justice and Constitutional Development and which is presided over by a designated Magistrate.

14. ACCESS TO RECORDS HELD BY PAS PROKUREURS PRETORIA

14.1 PREREQUISITES FOR ACCESS BY PERSONAL/OTHER REQUESTER

14.1.1 Records held by Pas Prokureurs Pretoria may be accessed by requests only once the prerequisite requirements for access have been met.

14.1.2 A requester is any person requesting access to a record of Pas Prokureurs Pretoria. There are two types of requesters:

14.1.3 PERSONAL REQUESTER

14.1.3.1 A personal requester is a requester who is seeking access to a record containing personal information about the requester.

14.1.3.2 Pas Prokureurs Pretoria will voluntarily provide the requested information or access any record concerning the requester's personal information. The prescribed fee for the reproduction of the information requested will be charged.

14.1.4 OTHER REQUESTER

14.1.4.1 This requester (other than a personal requester) is entitled to request access to information from third parties.

14.1.4.2 In considering such a request, Pas Prokureurs Pretoria will adhere to the provisions of the Act. Section 71 requires that the Information Officer take all reasonable steps to inform the third party to whom the requested record relates to the request, informing him/her that he/she may make a written or oral representation to the Information Officer why the request should be refused or, where required, give written consent for the disclosure of the information.

Pas Prokureurs Pretoria is not obliged to grant access to such records voluntarily. The requester must fulfill the prerequisite requirements in accordance with the requirements of the Act and as stipulated in Chapter 5; Part 3, including the payment of a request and access fee.

15. FEES

15.1 FEES PROVIDED BY THE ACT

15.1.1 The Act provides for two types of fees, namely:

15.1.1.1 A request fee is a form of an administration fee to be paid by all requesters except personal requesters before the request is considered. The request fee is not refundable; and

15.1.1.2 An access fee, which all requesters pay if an access request is granted. This fee is inclusive of costs involved by the Private Body in obtaining and preparing a record for delivery to the requester.

15.1.2 When the Information Officer receives the request, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee before further processing of the request (section 54(1)).

15.1.3 If the search for the record has been done and the preparation of the record for disclosure, including an arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the Information Officer shall notify the requester to pay, as a deposit, the prescribed portion of the access fee which would be payable if the request is granted.

15.1.4 The Information Officer shall withhold a record until the requester has paid the fees as indicated below.

15.1.5 A requester whose request for access to a record has been granted must pay an access fee that is calculated to include, where applicable, the request fee, the processing fee for reproduction and search and preparation, and for any time reasonably required over the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.

15.1.6 If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer concerned must repay the deposit to the requester.

16 REPRODUCTION FEES

16.1 Where Pas Prokureurs Pretoria has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records will be a fee for the reproduction of the record in question.

REPRODUCTION OF INFORMATION FEES	FEES TO BE CHARGED
Information in an A-4 size page photocopy or part thereof	R1,10
A printed copy of an A4-size page or part thereof	R0,75
A copy in a computer-readable format, for example:	
Stiffy disc	R7,50
Compact disc	R70,00
A transcription of visual images, in an A4-size page or part thereof	R40,00
A copy of visual images	R60,00
A transcription of an audio record for an A4-size page or part thereof	R20,00
A copy of an audio record	R30,00

16.2 REQUEST FEES

Where a requester submits a request for access to information held by an institution on a person other than the requester himself/herself, a request fee in the amount of R50,00 is payable up-front before the institution will further process the request received.

16.3 ACCESS FEES

16.3.1 An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or exclusion is determined by the Minister in terms of section 54(8).

16.3.2 The applicable fees, in terms of Section 51 of the Promotion of Access to Information Act 2 of 2000, and as updated in the government gazette from time to time, is as follows:

ACCESS OF INFORMATION FEES	FEES TO BE CHARGED
Information in a A-4 size page photocopy or part thereof	R1,10
A printed copy of an A4-size page or part thereof	R0,75
ACCESS OF INFORMATION FEES	FEES TO BE CHARGED
A copy in a computer-readable format, for example:	
Stiffy disc	R7,50
Compact disc	R70,00
A transcription of visual images, in an A4-size page or part thereof	R40,00
A copy of visual images	R60,00
A search for a record that must be disclosed *Per hour or part of an hour reasonably required for such search.	R30,00
Where a copy of a record needs to be posted, the actual postal fee is payable	

16.4 DEPOSITS

16.4.1 Where the institution receives a request for access to information held on a person other than the requester himself/herself and the Information Officer upon receipt of the request is of the opinion that the preparation of the required record of the disclosure will take more than 6(six) hours, a deposit is payable by the requester.

16.4.2 The amount of the deposit is equal to 1/3 (one-third) of the amount of the applicable access fee.

16.5 COLLECTION FEES

16.5.1 The initial “request fee” of R50.00 should be deposited into the bank account below, and a copy of the deposit slip, application form, and other correspondence/documents, forwarded to the Information Officer via fax.

16.5.2 Pas Prokureurs Pretoria will collect the initial “request fee” of applications received directly by the Information Officer via email.

16.5.3 All fees must be deposited into the following bank account:

Bank Institution: FirstRand Bank Limited (FNB)

Account Name: Gold Business Account

Account Number: 62938379022

Branch Code: 2506655

16.5.4 All fees are subject to change as allowed for in the Act 2 of 2000, and as a consequence, such escalations may not always be immediately available at the time of the request being made. Requesters shall be informed of any changes in the fees before making a payment.

17. DECISION

17.1 Pas Prokureurs Pretoria will, within 30 (thirty) days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

17.1.2 The 30(thirty) day period within which Pas Prokureurs Pretoria has to decide whether to grant or refuse the request may be extended for a further period of not more than thirty days if the request is for a great deal of information, or the request requires a search for information held at another office of Pas Prokureurs Pretoria and the information cannot reasonably be obtained within the original 30(thirty) day period.

17.1.3 Pas Prokureurs Pretoria will notify the requester in writing should an extension be sought.

18. AVAILABILITY AND UPDATING OF THE PAIA MANUAL

18.1 REGULATION NUMBER R.187 OF 15 FEBRUARY 2002

- 18.1.1 This PAIA Manual is made available in terms of Regulation Number R.187 of 15 February 2002. Pas Prokureurs Pretoria will update this PAIA Manual at such intervals as may be deemed necessary.
- 18.1.2 This PAIA Manual of Pas Prokureurs Pretoria is available to view at its premises: 187 Parker Street, Riviera, Pretoria, 0084 (Physical address) or per email request addressed to the Information Officer.



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REPUBLIC OF SOUTH AFRICA

FORM A
REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY
(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 6]

FOR DEPARTMENTAL USE

Reference number:

Request received by (state rank,
name and surname of information officer/deputy information officer) on (date)
at (place).

Request fee (if any): R

Deposit (if any): R

Access fee: R

.....

SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of public body

The Information Officer/Deputy Information Officer

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
 (b) The address and/or fax number in the Republic to which the information is to be sent, must be given.
 (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

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Postal address:

Telephone number: (.....) Fax number: (.....)

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

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

Full names and surname:

Identity number:

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D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
 (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

.....

FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

2. Reference number, if available:

3. Any further particulars of record:

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E. Fees

- | |
|--|
| <p>(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be notified of the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</p> <p>(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.</p> |
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Reason for exemption from payment of fees:

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F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

<p>Disability:</p> <p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>	<p>Form in which record is required:</p>
--	--

1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record	<input type="checkbox"/>	
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*

FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.		
In which language would you prefer the record?		

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.
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How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at this day of year

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE



REPUBLIC OF SOUTH AFRICA

FORM B
NOTICE OF INTERNAL APPEAL
 (Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
 [Regulation 8]

STATE YOUR REFERENCE NUMBER:

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of requester/third party who lodges the internal appeal

- (a) The particulars of the person who lodge the internal appeal must be given below.
 (b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.
 (c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.

Full names and surname:

Identity number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal address:

Telephone number: (.....) Fax number: (.....)

E-mail address:

Capacity in which an internal appeal on behalf of another person is lodged:

C. Particulars of requester

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname:

Identity number:

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D. The decision against which the internal appeal is lodged

Mark the decision against which the internal appeal is lodged with an X in the appropriate box:

	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

E. Grounds for appeal

If the provided space is inadequate, please continue on a separate folio and attach it to this form. You must sign all the additional folios.

State the grounds on which the internal appeal is based:

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State any other information that may be relevant in considering the appeal:

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F. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner:

Particulars of manner:

Signed at this day of year.....

.....
SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL:

Appeal received on (date) by
..... (state rank, name and surname of information officer/deputy information officer).

Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on (date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER CONFIRMED/NEW DECISION
SUBSTITUTED

NEW DECISION:

DATE RELEVANT AUTHORITY

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE RELEVANT
AUTHORITY ON (date):



REPUBLIC OF SOUTH AFRICA

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

[illegible]

Postal address:

Telephone number: (.....) Fax number: (.....)

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

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

Full names and surname:

[illegible]

FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

D. Particulars of record

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| (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. |
| (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios. |

1. Description of record or relevant part of the record:

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2. Reference number, if available:

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3. Any further particulars of record:

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.....

.....

E. Fees

- | | |
|-----|---|
| (a) | A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid. |
| (b) | You will be notified of the amount required to be paid as the request fee. |
| (c) | The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record. |
| (d) | If you qualify for exemption of the payment of any fee, please state the reason for exemption. |

Reason for exemption from payment of fees:

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FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability: Mark the appropriate box with an X . NOTES: (a) Compliance with your request for access in the specified form may depend on the form in which the record is available. (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form. (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.	Form in which record is required:
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1. If the record is in written or printed form:					
	copy of record*		inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images		copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
--	-----	----

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

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2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at this day..... ofyear

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
 (Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))
 [Regulation 5A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15(1)(b))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
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FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
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FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):	
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AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):	
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REPUBLIC OF SOUTH AFRICA

FORM E

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
 (Section 52 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))
 [Regulation 9A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 52(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 52(1)(b))
FOR INSPECTION IN TERMS OF SECTION 52(1)(a)(i):	
.....
FOR PURCHASING IN TERMS OF SECTION 52(1)(a)(ii):	
.....
FOR COPYING IN TERMS OF SECTION 52(1)(a)(ii):	
.....
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 52(1)(a)(iii):	
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