

Miltons Mastemela Oosthuizen Incorporated

(Registration Number: 2020/767845/21)

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



Contents Page

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

Section 51 Manual of Miltons Matsemela Oosthuizen Incorporated

(Registration number: 2020/767845/21)

1. Contact particulars
2. Introduction
3. Guide in terms of section 10 of The Act
4. Facilitation of a request for access to information
5. Information available in terms of legislation
6. Schedule of Records
7. Information Automatically Available
8. General
9. Requesting Procedures
10. Availability of the manual

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

**SECTION 51 MANUAL OF MILTONS MATSEMELA OOSTHUIZEN
INCORPORATED**

(REGISTRATION NUMBER: 2020/767845/21)

1. CONTACT PARTICULARS

Head of business: H OOSTHUIZEN
OOSTHUIZEN

Information officer: L

Postal Address: PO Box 2810
Montagu Street

Physical address: 71

Mossel Bay

Mossel Bay

6500

6500

Telephone Number: 044 601 8700

E-mail Address: info@mmolaw.co.za

Website: www.mmolaw.co.za

2. INTRODUCTION

Attorneys, notary, conveyancing and related services

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 purpose 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 **Miltons Matsemela Oosthuizen Incorporated**, www.mmolaw.co.za.

5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

- Administration of Estates Act 66 of 1965
- Attorney Act 53 of 1979
- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008
- Consumer Protection act 68 of 2008
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Deeds Registries Act 47 of 1937
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Estate Agents Affairs Act 112 of 1976
- Estate Duty Act 45 of 1955
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- National Credit Act 34 of 2005
- Occupational Health and Safety Act 85 of 1993
- Pension Fund Act 24 of 1956
- Prescription Act 68 of 1969
- Promotion of Access to Information Act 2 of 2000
- Property Time-Sharing Control Act 75 of 1983
- Rental Housing Act 50 of 1999

- Sectional Titles Schemes Management Act 8 of 2011
- Sectional Titles Act 95 of 1986
- Share Blocks Control Act 59 of 1980
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Transfer Duty Act 40 of 1949
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- www.mmolaw.co.za
- Marketing and Promotional Material
- Reports
- Pamphlets / Brochures
- Newsletters

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

- Building plans
- Title deeds
- Client database
- Disaster recovery
- Designs, trademarks, trade names and protected names
- Agreement with shareholders, officers or directors
- Brochures, newsletters and marketing material
- Acquisition and disposal documentation
- Accounting records
- Financial statements
- Tax and VAT documentation

- Personnel records
- Information technology documentation
- Secretarial and statutory documentation
- Agreements and contracts
- Insurance contracts
- Lease agreement

8. GENERAL

The following applies to request (other than personal requests): 1. A requestor is required to pay the prescribed fee (R50.00) before request will be processed; 2. If the preparation of the record requested requires more than the prescribed hours (six) a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted); 3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit; 4. Records may be withheld until fees have been paid.

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of Miltons Matsemela Oosthuizen Incorporated, 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 office of Miltons Matsemela Oosthuizen Incorporated, from the South African Human Rights Commission and at: www.mmolaw.co.za.