

ROOPA POTGIETER CAPE TOWN INC.

PAIA MANUAL

Manual in accordance with Section 51 of The Promotion of Access to Information Act, 2000 ("The Act")

1. **Introduction**

The purpose of this document is to provide information to those who wish to request records in terms of the Act. The Act is applicable to the offices detailed below.

2. **Address**

Physical: 301 Durban Road
Tyger Valley
7530

Postal: P.O. Box 4434
Tyger Valley
7536

Telephone number: (021) 919 0490

Website: www.roopapotgieter.co.za

3. Guide in terms of Section 10 of the Act (Section 51(1)(b) of the Act)

In terms of Section 10 of the Act, all SA firms are obliged to publish a Guide on how to use the Act in respect of their operations within SA. This guide can be found at www.sahrc.org.za.

Queries can be directed to:

The South African Human Rights Commission

Physical address: 3 Braampark Forum
33 Hoofd Street
Braamfontein
2017

Telephone: (011) 877 3600

Website: sahrc.org.za

4. Notices in terms of Section 52 of the South African Promotion of Access to Information Act

No notices are available in terms of section 52 of the Act.

5. Information / documents held in terms of other South African legislation

Some of the South African statutes in terms of which records are held by Roopa Potgieter Cape Town Inc. includes, but are not limited to:

- * Companies Act, 2008
- * Income Tax Act, 1962
- * Value-Added Tax Act, 1991
- * Unemployment Insurance Act, 2001
- * Basic Conditions of Employment Act, 1997
- * Employment Equity Act, 1998

- * Insolvency Act, 1936
- * Occupational Health and Safety Act, 1993
- * Skills Development Act, 1998
- * Financial Intelligence Centre Act, 2001
- * Pension Funds Act, 1956
- * Legal Practice Act, 2014

6. Records held by Roopa Potgieter Cape Town Inc:

- 6.1. Records relating to services performed for clients. These include correspondence, opinions, pleadings and contracts;
- 6.2. Records relating to the incorporation of Roopa Potgieter Cape Town Inc.'s shareholders and directors;
- 6.3. Records relating to employees and ex-employees. These include policies and procedures, details of employment, employee files and remuneration data;
- 6.4. Financial and administrative records and policies relating to Roopa Potgieter Cape Town Inc.'s activities;
- 6.5. Insurance records, including professional indemnity insurance in respect of Roopa Potgieter Cape Town Inc., group life assurance and disability income protection insurance;
- 6.6. Information technology, including computer software, support and maintenance agreements.

These records are not necessarily available in terms of the Act.

7. Contact persons

- 7.1. A request for access to records held by Roopa Potgieter Cape Town Inc. must be made by completing the prescribed request form, by submitting it to the address referred to in paragraph 2 above and paying the prescribed access and request fees.
- 7.2. Copies of the request form as well as the details of the fees to be charged can be obtained at the website of the South African Human Rights Commission (www.sahrc.org.za) or that of the Department of Justice and Constitutional Development (www.doj.gov.za).
- 7.3. For further information, the Information Officer, Jolandi van der Merwe, can be contacted at the above address.

8. Copies of this manual

- 8.1. Copies of this manual can be obtained or inspected at Roopa Potgieter Cape Town's offices at the address listed in 2 above.
- 8.2. This manual, or updated versions thereof, can be found on Roopa Potgieter Cape Town Inc.'s website at www.roopapotgieter.co.za