



SECTION 51 MANUAL IN TERMS OF THE PROMOTION OF ACCESS FOR INFORMATION ACT 2 OF 2000 FOR WEBBERS

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1. INTRODUCTION TO WEBBERS

Webbers is a partnership which conducts business as a law firm. The Webbers legacy began in 1906 when the firm was established in Bloemfontein. A sister firm Webber-Newdigate opened its doors in Maseru, Lesotho in 1978.

The partners, consultants and professional assistants of the firm are all attorneys admitted in the High Court of South Africa and registered with the Free State Law Society.

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from Webbers as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public.

Any requestor is advised to contact Mr David Rees Samuel (Senior Partner) should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from Webbers.

The following words will bear the following meaning in this manual:

“the Act”	shall mean the Promotion of Access to Information Act No 2 of 2000 together with all relevant regulations published;
“the/this manual”	shall mean this manual together with all annexures thereto as available at the offices of Webbers from time to time;
“Webbers”	shall mean Webbers Attorneys, structured as a partnership which renders legal services including legal advice and legal representation to individual clients and businesses/organisations;

“SAHRC”	shall mean the South African Human Rights Commission;
“Information Officer”	The Senior Partner of Webbers has been appointed as the Information Officer of Webbers, to which requests for information in terms of the Act, should be addressed

2. CONTACT DETAIL OF THE SENIOR PARTNER OF WEBBERS MR DAVID REES SAMUEL

Postal Address: P.O Box 501 Bloemfontein 9300

Physical Address: Webbers Building, 96 Charles Street, Bloemfontein, 9301

Telephone: 051-4301340

Facismile: 051-4308987

Web site: www.webberslaw.com

E-mail: drs@webberslaw.com

3. THE GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of Section 10 of the Act, a guide will be compiled by the South African Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the South African Human Rights Commission are as follows:

PAIA Unit
The Research and Documentation Department
Private Bag X 2700
HOUGHTON
2041

Telephone: +27 11 484 8300
Fax: +27 11 484 0582/1360
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. **NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 5(1)(c) of the ACT)**

No notice of such records has been made to the Minister.

5. **INFORMATION/DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)**

Webbers keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list)

- Attorneys Act no 53 of 1979
- Administration of Estates Act, no 66 of 1965
- Arbitration Act no, 42 of 1965
- Basic Conditions of Employment no, 75 of 1997
- Close Corporations Act no, 69 of 1984
- Companies Act no 61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act no 130 of 1993
- Consumer Affairs (Unfair Business Practices) Act no, 71 of 1988
- Copyright Act no, 98 of 1978
- Credit Agreements Act no, 75 of 1980
- Currency and Exchanges Act no, 9 of 1933
- Debtor Collectors Act no, 114 of 1998
- Employment Equity Act no, 55 of 1998
- Financial Services Board Act no, 97 of 1990
- Financial Relations Act no, 65 of 1976
- Harmful Business Practices Act no, 23 of 1999
- Income Tax Act no, 95 of 1967
- Insolvency Act no, 24 of 1936
- Insurance Act no, 27 of 1943

- Intellectual Property Laws Amendments Act no, 38 of 1997
- Labour Relations Act no, 66 of 1995
- Long Term Insurance Act no, 52 of 1998
- Medical Schemes Act no, 131 of 1998
- Occupational Health & Safety Act no, 85 of 1993
- Pension Funds Act no 24 of 1956
- Post Office Act no 44 of 1958
- Regional Services Councils Act no, 109 of 1985
- SA Reserve Bank Act no, 90 of 1989
- Short Term Insurance Act no, 53 of 1998
- Skills Development Levies Act no, 9 of 1999
- Skills Development Act no, 97 of 1998
- Stamp Duties Act no 77 of 1968
- Stock Exchange Control Act no, 1 of 1985
- Trade Marks Act no, 194 of 1993
- Unemployment Contributions Act no, 4 of 2002
- Unemployment Insurance Act no 63 of 2001
- Usury Act no, 73 of 1968
- Value Added Tax no, 89 of 1991

The above records, in so far as it being of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

6. **DOCUMENTS/INFORMATION HELD BY WEBBERS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)**

Webbers holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of Webbers
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Employment Equity Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies
- Returns to UIF

The Webbers website address is www.webberslaw.com and it is accessible to anyone with access to the internet. It contains a profile on Webbers, its contact particulars, services rendered and fields of expertise and its professional staff.

7. REQUEST PROCEDURES

- 7.1 It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by Webbers is automatically available without a person having to request access in terms of and subject to the provisions of the Act.
- 7.2 A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.
- 7.3 The requester must identify the right that he/she is seeking to exercise or protect and provide an explanation why the requested record is required for the exercise or protection of that right. The requester must provide sufficient details to enable the Senior Partner of Webbers to identify the records requested as well as identity the person making the request (and if an agent is lodging the request, proof of capacity in which the requester is making the request to the satisfaction of the Senior Partner of Webbers).

8. OTHER INFORMATION (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.

9. **AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)**

- 9.1 This manual is available for inspection at the offices of Webbers, free of charge
- 9.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Webbers
- 9.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and Webbers (www.webberslaw.com)
- 9.4 It should be noted that the manual accessible on the website of the SAHRC does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under “regulations”)