

## **MANUAL FOR PROMOTION OF ACCESS TO INFORMATION ACT 2000.**

**BOUWER CARDONA INC  
REG NO: 2000/8343/21**

### **INDEX**

1. Introduction
2. Contact details
3. Guide in terms of Section 10 of the Act
4. Notice(s) in terms of Section 52(2) of the Act
5. Information / documents available in accordance with other legislation
6. Documents / information held by BOUWER CARDONA INC in terms of the Act
7. Other information
8. Availability of the Manual

## 1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Bouwer Cardona Inc 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 Bouwer should he/she require any assistance in respect of the utilization of this manual and/or the requesting of information/documents from Bouwer Cardona Inc.

### **The following words will bear the following meaning in this manual:–**

“The Act”	shall mean the Promotion of Access to Information Act, Nr.2 of 2002, together with all relevant regulations published;
“the/this manual”	shall mean this manual together with all annexures thereto as available at the offices of BOUWER CARDONA INC from time to time.
“BOUWER CARDONA INC”	shall mean Bouwer Cardona Inc, structured as an incorporated company which renders legal services including advice and legal representation to individual clients and businesses/orgainisations;
“SAHRC”	shall mean the South African Human Rights Commission.
“Information Officer”	The senior partner of Bouwer Cardona Inc has been appointed as the Information Officer of Bouwer Cardona Inc, to which requests information in terms of the Act, should be addressed.

**2. CONTACT DETAILS (Section 51(1)(a) of the Act)**

Name of body:	Bouwer Cardona Inc
Partner and appointed Information Officer:	Mr T. Bouwer
Address:	Block 3 The Riviera 66 Oxford Rd Killarney
Postal Address:	P.O. Box 30706, Braamfontein 2017
Telephone:	(011) 486 3016
Fax:	(011) 486 3021
E-mail:	<a href="mailto:info@bouwer.biz">info@bouwer.biz</a>
Website address:	<a href="http://www.bouwer.biz">www.bouwer.biz</a>

### 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, a guide will be compiled by the South African Human 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 2700**  
**HOUGHTON**  
**2041**

**Telephone:** +27 11 484 8300  
**Fax:** +27 11 484 0582/1360  
**Website:** [www.sahrc.org.za](http://www.sahrc.org.za)  
**E-mail:** [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)**

At this stage no notice(s) has / have been published.

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

Bouwer Cardona Inc keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- Insolvency Act, No. 24 of 1936 (Section 134 and 155)
- Pension Funds Act, No. 24 of 1956
- Income Tax Act, No. 58 of 1962 (Section 75)
- Companies Act, No. 61 of 1973
- Copyright Act, No. 98 of 1978
- Attorneys Act, No. 53 of 1979
- Regional Services Councils Act, No. 109 of 1985
- Value Added Tax Act, No. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993 (Section 97)
- Labour Relations Act, No. 66 of 1995
- Basic Conditions of Employment Act, No. 75 of 1997 (Section 31)
- Employment Equity Act, No. 55 of 1998 (Section 26)
- Skills Development Act, No. 97 of 1998
- Medical Schemes Act, No. 131 of 1998
- Skills Development Levies Act, No. 9 of 1999
- Unemployment Insurance Act, No. 63 of 2001

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 BOUWER CARDONA INC IN TERMS OF THE ACT (SECTION 51 (1) (e) OF THE ACT)

**Bouwer Cardona Inc** holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of BOUWER CARDONA INC
- 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
- Skills Development Report
- BOUWER CARDONA INC Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- List of trademarks and pending applications
- Insurance policies
- Rules and regulations relating to the pension fund

The BOUWER CARDONA INC website address is [www.bouwer.biz](http://www.bouwer.biz) and it is accessible to anyone with access to the internet. It contains a profile on BOUWER CARDONA INC, its contact particulars, services rendered, and fields of expertise and its professional staff.

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subjected to the provisions of the Act. None of the information held by BOUWER CARDONA INC is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the information Officer and submitted against payment of the prescribed fee.

## **7. 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

## 8. AVAILABILITY OF THE MANUAL (Section 51 (3) of the Act

- 8.1 This manual is available for inspection at the offices of BOUWER CARDONA INC, free of charge
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of BOUWER CARDONA INC
- 8.3 The manual can also be accessed on the websites of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and BOUWER CARDONA INC (give website address) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the *Government Gazette*, does not include the request forms or fees structure. The request forms and fee structure can be obtained on the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) (under “regulations”).