

**THE PROVINCE OF
GAUTENG**



**DIE PROVINSIE VAN
GAUTENG**

**Provincial Gazette
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29 JANUARY 2016
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No. 28

We all have the power to prevent AIDS



**AIDS
HELPLINE**

0800 012 322

DEPARTMENT OF HEALTH

Prevention is the cure

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Government Printing Works

Notice submission deadlines

Government Printing Works has over the last few months implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submit your notice request.

In line with these business rules, GPW has revised the notice submission deadlines for all gazettes. Please refer to the GPW website www.gpwonline.co.za to familiarise yourself with the new deadlines.

CANCELLATIONS

Don't forget!

Cancellation of notice submissions are accepted by GPW according to the deadlines stated in the table above. Non-compliance to these deadlines will result in your request being failed. **Please pay special attention to the different deadlines for each gazette.**

Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.

Requests for cancellation must be sent by the original sender of the notice and must accompanied by the relevant notice reference number (N-) in the email body.

AMENDMENTS TO NOTICES

take note!

With effect **from 01 October**, GPW will not longer accept amendments to notices. The cancellation process will need to be followed and a new notice submitted thereafter for the next available publication date.

CUSTOMER INQUIRIES



Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While GPW deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

GPW has a **2-working day turnaround time for processing notices** received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

PROOF OF PAYMENTS

REMINDER

GPW reminds you that all notice submissions **MUST** be submitted with an accompanying proof of payment (PoP) or purchase order (PO). If any PoP's or PO's are received without a notice submission, it will be failed and your notice will not be processed.

When submitting your notice request to submit.egazette@gpw.gov.za, please ensure that a purchase order (GPW Account customer) or proof of payment (non-GPW Account customer) is included with your notice submission. All documentation relating to the notice submission must be in a single email.

A reminder that documents must be attached separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment/purchase order – 2 separate attachments – where notice content is applicable, it should also be a 3rd separate attachment).

REMINDER OF THE GPW BUSINESS RULES

- Single notice, single email – with proof of payment or purchase order.
- All documents must be attached separately in your email to GPW.
- 1 notice = 1 form, i.e. each notice must be on a separate form
- Please submit your notice **ONLY ONCE**.
- Requests for information, quotations and inquiries must be sent to the Contact Centre **ONLY**.
- The notice information that you send us on the form is what we publish. Please do not put any instructions in the email body.

DISCLAIMER:

Government Printing Works reserves the right to apply the 25% discount to all Legal and Liquor notices that comply with the business rules for notice submissions for publication in gazettes.

National, Provincial, Road Carrier Permits and Tender notices will pay the price as published in the Government Gazettes.

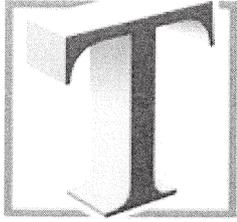
For any information, please contact the eGazette Contact Centre on 012-748 6200 or email info.egazette@gpw.gov.za

ADVERTISEMENT

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GENERAL NOTICES • ALGEMENE KENNISGEWINGS

NOTICE 101 OF 2016



TUCKERS INCORPORATED

attorneys·notaries·conveyancers

Reg. Nr 1994/009013/21

**INFORMATION
MANUAL**

IN TERMS OF SECTION 51 OF THE
PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000

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1. INTRODUCTION

The purpose of the Act is to give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights; and to provide for matters

Further the Act aims to give effect of the rights enshrined in section 32 of the Constitution, more specifically:

* **SECTION 32 (1) (b)** of the Constitution provides for the horizontal application of the right of access to information held by another person to everyone when that information is required for the exercise or protection of any rights;

In compliance and the furtherance of the Act, this manual provides access to certain information of our business and activities.

2. COMPANY OVERVIEW

Our practice is people orientated and our clients' interests are our primary concern.

The firm has a very loyal and stable staff complement in excess of sixty three members. Our professional staff consists of eight qualified attorneys, three notaries, two qualified mediators, two candidate attorneys and five permanent in-house conveyancers.

Our client liaison team calls upon clients, banks, developers and estate agencies, developing and nurturing personal relationships. Our consultants are available to address specific requirements both at our offices and at our clients' premises.

We have an in-house courier service which covers the greater Gauteng area on a daily basis. This service enables us to personally attend to matters outside the immediate East Rand area.

Our firm also deals with large scale litigation correspondent work, as our offices fall within the jurisdiction of the Boksburg Magistrate's Court, Benoni Magistrate's Court, Germiston Magistrate's Court, Kempton Magistrate's Court and the Brakpan Magistrate's Court. We also have a vast Conveyancing correspondent practice, and lodge in the Johannesburg, Pretoria and Mpumalanga Deeds Offices on a daily basis.

The firm is a general practice and renders services including conveyancing, commercial, litigation (civil and criminal), matrimonial and administration of deceased estates as well as other estate related matters.

3. CONTACT DETAILS – Section 51 (1)(a)

Name of the body: Tuckers Incorporated

Type of body: Incorporated Company

Street Address: 84 Trichardts Road
Ravenswood
Boksburg
1459

Postal Address: P O Box 99
Boksburg
1460

Telephone Number: (011) 897 – 1900

Facsimile Number: a) Litigation (011) 894 – 7493
b) Conveyancing (011) 918 – 4226
c) General : (011) 918 – 4226

Email Address: info@tuckers.co.za

Website: <http://www.tuckers.co.za>

4. **GUIDE IN TERMS OF SECTION 10 OF THE ACT – Section 51 (1)(b)**

Section 10 of PAIA provides for a compilation of a guide by the Human Rights Commission.

The guide contains information that may be required by a person desirous of exercising any right as contemplated in PAIA.

The guide is available in all official languages and is obtainable from the website of the commission at <http://www.sahrc.org.za>

The guide is available for inspection at the office of the South African Human Rights Commission:

**29 Princess of Wales Terrace
Corner of York and St Andrews Streets
Parktown**

Contact details of the SAHRC are as follows:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: +27 11 484 8300
Facsimile : +27 11 484 0582 / 1360

5. **NOTICE IN TERMS OF SECTION 52 (2) OF THE ACT – Section 51 (1)(c)**

No notice has been published which provides for categories of records that are available automatically.

6. **INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION – Section 51 (1)(d)**

Tuckers Incorporated keep information / documents in accordance with the following legislation (in as far as they are applicable / relevant)

- Attorneys Act 53 of 1979
- Labour Relations Act 66 of 1995
- Value Added Tax Act 52 of 1979
- Occupational Health and Safety Act 85 of 1993
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Basic Conditions of Employment Act 75 of 1997
- Unemployment Insurance Act 63 of 2001
- Companies Act 71 of 2008
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

7. DOCUMENTS / INFORMATION HELD – Section 51 (1)(e)**A) Financial Records**

- Financial Statements
- Accounting Records
- Banking Records
- Asset Register
- Rental Agreements
- Invoices

B) Employee Records

- Employment Records
- Salary Records
- Leave Records
- Code of Conduct

C) Tax Records

- PAYE
- Unemployment Insurance Fund
- Workmen's Compensation
- South African Revenue Services Records- employees
- Income Tax Records

D) Company Records

- Incorporation Documentation
- Articles of Association
- Minutes of Directors meetings
- Minutes of Shareholder meetings
- Share Register

E) Client Records

- Personal Information
- Financial Information
- Past and Current litigation records
- Contracts
- Invoices

Documentation / information listed are not automatically available and access to same shall only be made available upon request in accordance with the Act.

All requests are received and considered in accordance with the Act.

Tuckers Incorporated has the right to refuse a request on grounds including – Privacy;
Professional Privilege;
Client Confidentiality;
Trade Secrets;
Intellectual Property;
Copyright;
Unreasonable, frivolous, vexatious request

Should access be refused, the requester has the right to appeal to the board of directors in writing and alternatively approach the appropriate court for relief in terms of the act.

The Appeal is to be in accordance with FORM C annexed hereto.

HOW TO MAKE A REQUEST FOR ACCESS

The requester is required to:

- a) Make payment of all prescribed fees in terms of the Act
- b) Complete Form C and submit same together with a request fee, to the head of the private body's address, fax number, or electronic mail address (that of the firm)

FORM C

The form is to:

- a) Provide sufficient particularity in order to enable the head of the private body to identify the record/s requested and to identify the requester;
- b) Provide a postal address or fax number of the requester in the Republic;
- c) Identify the right that the requester is seeking to exercise or protect;
- d) Advance reasons what the requested record is required for the exercising or protection of that right;

Should the requestor require a response in a manner in addition to writing, he/she/it is to state that manner and the necessary particulars to be informed in the other manner.

If the request is made on behalf of another person, the requester is to submit proof of the capacity in which the request is being made and it is to be to the reasonable satisfaction of the head of the private body.

PRESCRIBED FEES

Prescribed fees are in terms of the PAIA regulations and may be subject to change.

Description	Amount (R)
- For every photocopy of an A4-size page or part thereof	R 1,10
- For every printed copy of an A4-size page or part thereof (computer or in electronic or machine readable form)	R 0,75
- For a copy in a computer-readable form on:	
• compact disc	R 70,00
- For a transcription of visual images:	
• for an A4-size page or part thereof	R 40,00
• For a copy of visual images	R 60,00

- For a transcription of an audio record:
 - for an A4-size page or part thereof R 20,00
 - For a copy of an audio record R 30,00
- The request fee payable by a requester, other than a personal requester (seeking access to a record containing personal information about the requester referred to in section 54(1) of the Act) R 50,00
- The access fees payable by a requester referred to:
 - For every photocopy of an A4-size page or part thereof R 1,10
 - For every printed copy of an A4-size page or part thereof (on a computer or in electronic or machine readable form) R 0,75
- For a copy in a computer-readable form on:
 - compact disc R 70,00
- For a transcription of visual images:
 - for an A4-size page or part thereof R 40,00
 - For a copy of visual images R 60,00
- For a transcription of an audio record:
 - for an A4-size page or part thereof R 20,00
 - For a copy of an audio record R 30,00
- To search for the record for disclosure R30,00 per hour or part of an hour reasonably required for such search.
- The actual postal fee is payable when a copy of a record must be posted to a requester.
- For purposes of section 54(2) of the Act the following applies:
 - Six hours as the hours to be exceeded before a deposit is payable; and
 - one third of the access fee is payable as a deposit by the requester.
- Appeal fees:

The appeal fee payable in respect of the lodging of an internal appeal by a requester against the refusal of his or her request for access R 50,00
- Value -added tax

The private body is registered under the Value Added Tax Act, 89 of 1991 and may add value added tax at the rate applicable to all fees prescribed in terms of these regulations.

8. OTHER INFORMATION – Section 51 (1)(f)

No regulations have been published by the Minister of Justice and Constitutional Development in accordance with this section.

9. AVAILABILITY OF THE MANUAL – Section 51 (3)

This manual is available for inspection at the offices of Tuckers Incorporated during operating hours and on the website at no charge.

Copies are obtainable subject to the payment of the prescribed fees.

Operating Hours: Monday to Thursday: 8h00 – 13h00 and 14h00 – 16h30

Fridays: 8h00 – 15h00

ANNEXURE

1. FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)
[Regulation 10]

FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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:

.....

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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:	Form in which record is required:
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.	

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:

.....

.....

.....

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

.....

.....

.....

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 of year

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

Printed by the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001,
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