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MANUAL

IN ACCORDANCE WITH

PROMOTION OF ACCESS TO INFORMA- TION ACT (2/2000)

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**MANUAL PREPARED IN ACCORDANCE WITH SECTION
51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000
("PAIA")**

**COUZYNS INCORPORATED
Registration No: 1990/003219/21
ATTORNEYS NOTARIES & CONVEYANCERS**

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1 INTRODUCTION

- 1.1 Couzyns Incorporated Registration No: 1990/003219/21 is a limited liability private company duly registered and incorporated as such in accordance with the provisions of the Companies Act, Act 61 of 1973 (“the Company”).
- 1.2 The Company renders services as attorneys , notaries and conveyancers.

2 COMPANY DETAILS – information required in terms of Section 51(1)(a) of PAIA

- 2.1 Director(s):
Hester Daphne Erasmus
Adriaan Louis Badenhorst
Elizabeth Adriana de Klerk
- 2.2 Contact Particulars:
- 2.3 Head of the private body and therefore also the Information Officer in terms of PAIA and contact details are as follows:
- 2.4 Mrs HD Erasmus
- | | | |
|-------|-----------------|---|
| 2.4.1 | Postal Address: | PO Box 2242
Johannesburg
2000 |
| 2.4.2 | Street Address: | Ist Floor Rosebank corner
191 Jan Smuts Avenue
Rosebank
Johannesburg
2196 |
| 2.4.3 | Telephone No: | 011-788-0188 |
| 2.4.4 | Fax No: | 011-788-0166 |
| 2.4.5 | Email address: | attorneys@couzyns.co.za |
| 2.4.6 | Website: | www.couzyns.co.za |

3 DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b) OF PAIA

- 3.1 PAIA 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 PAIA 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 PAIA.
- 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 purposes 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 APPLICABLE LEGISLATION

Where applicable to our operations, the Company keeps records in accordance with the following legislation in terms of Section 51(1)(c) of PAIA, including but not limited to:

- 4.1 Basic Conditions of Employment Act 75 of 1997.
- 4.2 Companies Act 71 of 2008.
- 4.3 Compensation for Occupational Injuries and Diseases Act 130 of 1993.
- 4.4 Insolvency act, Act No 24 of 1936.
- 4.5 Attorneys Act, Act No 53 of 1979
- 4.6 Skills Development Act, Act No 97 of 1998
- 4.7 Competition Act 89 of 1998.
- 4.8 Consumer Protection Act 68 of 2008.
- 4.9 Employment Equity Act 55 of 1998.
- 4.10 Income Tax Act 58 of 1962.
- 4.11 Labour Relations Act 66 of 1995.
- 4.12 Promotion of Access to Information Act 2 of 2000.
- 4.13 Unemployment Insurance Act 30 of 1996.
- 4.14 Value Added Tax Act 89 of 1991.

5 SCHEDULE OF RECORDS – Section 51(1)(d) of PAIA

- 5.1 Records relating to the commercial, financial and professional interests of Couzyns Incorporated, including but not limited to its clients data base, fee structures, commercial contracts with third parties and its business plans, systems and procedures.
- 5.2 Records of personal information of present, past and prospective employees and directors of Couzyns Incorporated.
- 5.3 Records of clients of Couzyns Incorporated containing personal information, commercial and financial information, information pertaining to contemplated, existing and past litigation, information on agreements, proposals of such clients.

6 FORM OF REQUEST – Section 51(1)(e) of PAIA

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form which is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2 Address your request to the Head of the Company .
- 6.3 Provide sufficient details to enable the Company to identify:
 - 6.3.1 The record(s) requested;
 - 6.3.2 The requester (and if an agent is lodging the request, proof of capacity);
 - 6.3.3 The form of access required;
 - 6.3.4 The postal address and/or fax number of the requester in the Republic;
 - 6.3.5 If the requester wishes to be informed of the decision in any manner (in addition to written), the manner and particulars thereof;
 - 6.3.6 The right which the requester is seeking to exercise or to protect with an explanation of the reason the record is required to exercise or protect the right.

7 REFUSAL OF ACCESS AND PROTECTION OF INFORMATION

In terms of Chapter 4 of PAIA, Grounds for Refusal of Access to Records, there is a provision for mandatory protection of the following information, save in the special circumstances provided for in PAIA:

- 7.1 Information for the protection of the privacy of individuals (section 63);
- 7.2 Information for the protection of commercial information and confidential information of third parties (sections 65 and 65);
- 7.3 Information for the protection of the safety of individuals and the protection of property (section 66);
- 7.4 Information privileged from production in legal proceedings (section 67);
- 7.5 Commercial information of the Company (section 68); and
- 7.6 Research information (section 69).

8 **PRESCRIBED FEES – Section 51(1)(f) of PAIA**

The following applies to requests (other than personal requests):

- 8.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 8.2 If the preparation of the record requested requires more than the prescribed hours (6 hours), a deposit shall be paid of not more than one-third of the access fee which would be payable if the request was granted.
- 8.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- 8.4 Records may be withheld until the fees have been paid.
- 8.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

HESTER DAPHNE ERASMUS
DIRECTOR
COUZYNS INCORPORATED

IMPORTANT Information from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

RULES

GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.



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