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MANUAL

IN ACCORDANCE WITH

PROMOTION OF ACCESS TO INFORMATION ACT (2/2000)

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**MANUAL PREPARED IN ACCORDANCE WITH
SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT,
NO. 2 OF 2000**

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1. INTRODUCTION

- 1.1 The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from **Bhikha Inc.** as contemplated in terms of the Act.
- 1.2 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.
- 1.3 Any requestor is advised to contact our Managing Director, Mr G.L. Bhikha at Tel: (011) 250-6900 / Fax: (011) 447-0178 / E-mail: gi@bhikha.co.za or info@bhikha.co.za should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information / documents from **Bhikha Inc.**
- 1.4 The following words will bear the following meaning in this manual:
 - 1.4.1 **“the Act”**

shall mean the Promotion of Access to Information Act No. 2 of 2000, together with all relevant regulations published;

1.4.2 **“the/this Manual”**

shall mean this Manual together with all annexures thereto as available at the offices of **Bhikha Inc** from time to time;

1.4.3 **“Bhikha Incorporated”**

shall mean a firm of attorney’s practice, incorporated and styled as **Bhikha Inc**, structured as an incorporated company in terms of the Companies Act No. 61 of 1973, as amended, which renders legal services including legal advice and legal representation to individual clients and businesses / organizations;

1.4.4 **“SAHRC”**

shall mean the South African Human Rights Commission;

1.4.5 **“Information Officer”**

Mr G.L. Bhikha, the Managing Director of **Bhikha Inc** who has been appointed as the Information Officer of **Bhikha Inc**, to whom requests for information in terms of the Act, should be addressed;

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

Name of Body	:	Bhikha Incorporated (Attorneys)
Director and Appointed Information Officer	:	Mr G.L. Bhikha
Address	:	40 Bath Avenue, Corner Arnold Road Rosebank, Johannesburg, 2196
Postal Address	:	P O Box 2458, Houghton, 2041
Telephone	:	+27 11 250-6900
Facsimile	:	+27 11 447-0178
E-mail	:	gi@bhikha.co.za or info@bhikha.co.za

3. **GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51 (12) 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
Facsimile : +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 51 (1) 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) of the Act)**

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

- Income Tax Act, No. 58 of 1962
- Pension Funds Act, No. 24 of 1956
- Attorneys Act, No. 53 of 1979
- Value Added Tax Act, No. 89 of 1991
- Occupational Health and Safety Act, No. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993
- Labour Relations Act, No. 66 of 1995
- Basic Conditions of Employment Act, No. 75 of 1997
- Employment Equity Act, No. 55 of 1998
- 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 BHIKHA INCORPORATED IN TERMS OF THE ACT (Section 51 (1) (a) of the Act)**

Bhikha Inc. holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of Bhikha 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
- Skills Development Report
- Bhikha Inc Personnel Report
- Humans Resources (personal information of past, present and prospective employees and directors / partners)
- Insurance policies
- Rules and regulations relating to the pension fund

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 aforesaid information held by **Bhikha 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 (12) (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 office of **Bhikha Inc**, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of **Bhikha Inc**.
- 8.3 The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) 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 of 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).

WARNING!!!

To all suppliers and potential suppliers of goods to the Government Printing Works

The Government Printing Works would like to warn members of the public against an organised syndicate(s) scamming unsuspecting members of the public and claiming to act on behalf of the Government Printing Works.

One of the ways in which the syndicate operates is by requesting quotations for various goods and services on a quotation form with the logo of the Government Printing Works. Once the official order is placed the syndicate requesting upfront payment before delivery will take place. Once the upfront payment is done the syndicate do not deliver the goods and service provider then expect payment from Government Printing Works.

Government Printing Works condemns such illegal activities and encourages service providers to confirm the legitimacy of purchase orders with GPW SCM, prior to processing and delivery of goods.

To confirm the legitimacy of purchase orders, please contact:

Renny Chetty (012) 748-6375 (Renny.Chetty@gpw.gov.za),

Anna-Marie du Toit (012) 748-6292 (Anna-Marie.DuToit@gpw.gov.za) and

Siraj Rizvi (012) 748-6380 (Siraj.Rizvi@gpw.gov.za)

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.

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.

