

A L MOSTERT & COMPANY INC.

T/A

MOSTERT ATTORNEYS

Registration Number of Responsible Party: 1986/02656/21

PAIA MANUAL

in terms of

Section 51

of the Promotion of Access to Information Act

Act 2 / 2000

("PAIA, the "ACT")

INDEX

- 1. Introduction to your business and the type of business:**
A L MOSTERT & COMPANY INC. trading as MOSTERT ATTORNEYS
- 2. Contact Details**
- 3. The ACT and Section 10 Guide**
- 4. Applicable Legislation**
- 5. Schedule of Records**
- 6. Form of Request**
- 7. Any other Information**

1. **INTRODUCTION**

A L MOSTERT & COMPANY INC t/a MOSTERT ATTORNEYS conducts business as a law firm. We are registered with the Legal Practice Council in terms of the Legal Practice Act No. 28 of 2014. Our Firm Number is 2187.

2. **BUSINESS CONTACT DETAILS**

Directors: Mr. A L Mostert
 Mrs. N C Ross

Information Officer: Mrs. N C Ross

Postal Address: P O Box 98243, Sloane Park, 2152

Street Address: 1st Floor, Building 14, The Woodlands Office Park, Woodlands
 Drive, Woodmead, 2191

Telephone Number: +27 11 656 3880

Fax Number: +27 11 656 3898

E-mail: info@mostertlaw.com

3. THE PAIA ACT (Section 51(1) (b))

- 3.1** The Act grants a Requester access to Records of a Private Body, if the Record is required for the exercise or protection of any Rights.
- 3.2** Requests in terms of the Act shall be made in accordance with the prescribed procedures.
- 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 SA Humans Rights 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 (Section 51 (1) (c))

No	Ref	Act
1	No 71 of 2008	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 25 of 2002	Electronic Communications and Transactions Act
9	No 2 of 2000	Promotion of Access of Information Act
10	No 30 of 1996	Unemployment Insurance Act
11	No 28 of 2014	Legal Practice Act

5. Schedule of Records (Section 51 (1) (d))

Records	Subject	Availability
Public Affairs	<ul style="list-style-type: none">• Services Provided	www.mostertlaw.com
Financial	<ul style="list-style-type: none">• Financial Statements• Financial and Tax Records• Asset Register• Management Accounts	Request in terms of PAIA. Request in terms of PAIA. Request in terms of PAIA. Request in terms of PAIA.
Marketing	<ul style="list-style-type: none">• Market Information	Limited information available on website.

6. FORM OF REQUEST (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, 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 Business (CEO).

6.3 Provide sufficient details to enable the Business to identify:

- (a) The Record(s) requested;
- (b) The Requester (and if an agent is lodging the request, proof of capacity);
- (c) The form of access required;
- (d)
 - (i) The postal address or fax number of the Requester in the Republic;
 - (ii) If the Requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) The right which the Requester is seeking to exercise or protect with an explanation of the reason the Record is required to exercise or protect the right.

7. PRESCRIBED FEES (Section 51 (1) (f))

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

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** If the preparation of the Record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3** A requestor may lodge an application with a Court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.