



HENKEL GREGORY Inc.
Attorneys, Notaries & Conveyancers

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

This manual contains information required to request access to the records of Henkel-Gregory Incorporated (“HG Law”) – Registration Number 2009/003607/21.

INTRODUCTION:

HG Law is an incorporated legal practice, registered as such in terms of the company laws of the Republic of South Africa.

The Promotion of Access to Information Act No. 2 of 2000 (“the Act”) came into operation on 23 November 2001. Section 51 of this Act requires that we, as a private body, compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights. We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights. You will be able to view the categories of information, which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

CONTACT PARTICULARS:

Business name: Henkel Gregory Incorporated
Sole Director and appointed Information Officer: Mr M.G. Gregory
Registered address: 1st Floor, Lincoln House, Epsom Downs Office Park, 13 Sloane Street, Bryanston, 2021
Postal address: P.O. Box 71732, Bryanston, 2021
Telephone Number: 011-463 3607
Facsimile Number: 086 638 2781
Email address: mike@hglaw.co.za
Website address: www.hglaw.co.za

GUIDE IN TERMS OF SECTION 10 OF THE ACT:

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, telephone (011) 484-8300, fax (011) 484-7149.

NOTICE 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.

CATEGORIES OF RECORDS AND SUBJECTS IN RESPECT OF WHICH RECORDS ARE HELD:

1. Company

- Incorporation documents
- Financial statements
- Minutes of general meetings
- Employment Equity Plans and Reports
- Any other records required to be kept in terms of the Companies Act or other applicable legislation

2. Employees

- Contracts of employment
- Performance appraisals
- Disciplinary records
- Leave records
- Policy and Procedures Manual
- Safety and Security Document
- Product applications and account and transactional records
- Insurance quotes and policies

3. Applicable legislation

All records kept in terms of legislation as below:

- Companies Act, 61 of 1973
- The Attorneys Act, 53 of 1979
- Basic Conditions of Employment Act, 97 of 1997
- The Magistrate's Court Act, 32 of 1944
- Unemployment Contributions Act, 4 of 2002
- Unemployment Insurance Act, 63 of 2001
- Skills Development Act, 97 of 1998
- Skills Development Levies Act, 9 of 1999
- Value Added Tax Act, 89 of 1991
- Financial Intelligence Centre Act, 38 of 2002

- National Credit Act, 34 of 2005
- Electronic Communications and Transactions Act, 25 of 2002
- Consumer Protection Act, 68 of 2008
- Compensation for Occupational Injuries and Health Diseases Act, 130 of 1993
- Employment Equity Act, 55 of 1998
- Labour Relations Act, 66 of 1995
- Occupational Health & Safety Act, 85 of 1993

AVAILABILITY OF THIS MANUAL:

- This manual is available for inspection at the offices of HG Law, free of charge.
- Copies of the manual may be obtained, subject to the prescribed fees, at the offices of HG Law.
- The manual can also be accessed on the website of HG Law at www.hglaw.co.za
- Information which is not readily available may be requested in accordance with the procedure set out below.

PROCEDURES TO BE FOLLOWED TO REQUEST ACCESS TO THE RECORDS:

1. To request records, the following procedures must be followed:
 - 1.1 The prescribed FORM C must be used to make the request for access to a record.
 - 1.2 The form can be downloaded from the Department of Justice website at http://www.justice.gov.za/forms/paia/J752_paia_Form%20C.pdf
 - 1.3 A request must be made to the Information Officer:

The Information and Compliance Officer
HG Law
P.O. Box 71732
Bryanston
2021
Tel : (+27) 011 463 3607
Fax : (+27) 086 638 2781
E-mail : mike@hglaw.co.za
 - 1.4 Sufficient detail of the request made must be provided on the request form to enable the Information Officer to clearly identify the record as well as the requester's specific identity, and positive proof of identification must be provided by the requester.
 - 1.5 A requester must indicate which form of access they require.

- 1.6 A requester must indicate if they wish to be informed in any other manner and if so, they must state the necessary particulars required to be so informed.
 - 1.7 A requester must identify the right that they are seeking to protect or that they wish to exercise and they must provide an explanation as to why the requested record is required for the protection or exercise of that right.
 - 1.8 If a requester is making the request on behalf of another person, they must submit proof, to the satisfaction of the Information Officer, of their authority to make such a request, by means of a legally binding Power of Attorney in their favour. Failure to do so will result in the request being rejected.
 - 1.9 The prescribed fee must be paid as set out below.
2. Prescribed fees
 - 2.1 The prescribed fee of R50.00 must be paid before a request will be processed.
 - 2.2 Payment of this fee is to be made as directed by the Information Officer.
 - 2.3 Please note that if you earn below R14 712 a year or you and your partners combined income is less than R27 192 per year, you will not have to pay a request fee with your application.
 - 2.4 You will also not have to pay a request fee if your request for information is a request for your personal information.
 - 2.5 The Information Officer will then make a decision in respect of your request and will notify you of his/her decision.
 - 2.6 Should a request be refused, the requester may lodge an application at court against the tender or payment of the requested fee as will be advised in the Notice to them.
 - 2.7 If a request is granted then the requester will have to pay a further access fee for the search, reproduction and preparation of the record as well as for any time, which has exceeded the prescribed hours, to search and in order to prepare the record for disclosure to them.