



## MANUAL IN COMPLIANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO. 2 OF 2000 (“PAIA”)

Owner, Founder & Director (“head”) of J Naudé Attorneys Inc:	<b>Jean-Jacques Naudé</b>
Physical Address of head of J Naudé Attorneys Inc:	<b>Office No. 40, 1<sup>st</sup> Floor, Q Square, 72 High Street, Worcester, 6850</b>
Postal Address of head of J Naudé Attorneys Inc:	<b>Office No. 40, 1<sup>st</sup> Floor, Q Square, 72 High Street, Worcester, 6850</b>
Telephone number of head of J Naudé Attorneys Inc:	<b>023 342 4668</b>
Cell phone number of the head of J Naudé Attorneys Inc:	<b>079 307 2895</b>
E-mail Address of the head of J Naudé Attorneys Inc:	<a href="mailto:in@jnaudelaw.co.za">in@jnaudelaw.co.za</a>
Information Officer of J Naudé Attorneys Inc:	<b>Jean-Jacques Naudé</b>
Deputy Information Officer of J Naudé Attorneys Inc:	<b>N.A.</b>
1. A guide have been compiled by J Naudé Attorneys Inc. that contains information that will be of great value to any person that would like to exercise any of their rights in terms of PAIA.	
2. Details on how to make a request to access information in accordance with Section 51 of PAIA:	
2.1 The requester must complete Form C and submit this form, together with a request fee, to the head of J Naudé Attorneys Inc.	
2.2 Form C can be accessed at <a href="http://www.sahrc.org.za">www.sahrc.org.za</a> or the offices of J Naudé Attorneys Inc. can be contacted to provide assistance in obtaining a copy of said Form.	

2.3 The form must be completed properly, submitted to the head of J Naudé Attorneys Inc. and:

- 2.3.1 contain sufficient information to allow the head to identify the requester, as well as the records to be accessed;
- 2.3.2 identify the particular right that the requester is seeking, exercising or trying to protect;
- 2.3.3 provide an explanation of why the requested records are required for the exercising or protection of that right;
- 2.3.4 stipulate the form of access required;
- 2.3.5 set forth a postal address and e-mail address of the requester; and
- 2.3.6 contain confirmation of capacity to request if the request is made on behalf of another person.


2.4 Access to records may be withheld pending payment of the relevant fees.

3. Subjects and categories of records held at the physical address of J Naudé Attorneys Inc. *inter alia* include:

- 3.1 brochures and related marketing material;
- 3.2 banking records, financial statements and related documentation;
- 3.3 internal policy documentation;
- 3.4 correspondence;
- 3.5 client information and information relating to work in progress.

4. Legislation and related documents held at the physical address of J Naudé Attorneys Inc. *inter alia* include:


- 4.1 Administration of Estates Act, No. 66 of 1965;
- 4.2 Alienation of Land Act, No. 68 of 1981;
- 4.3 Basic Conditions of Employment Act, No. 75 of 1997;
- 4.4 Children's Act, No. 38 of 2005;
- 4.5 Companies Act, No. 61 of 1973;
- 4.6 Companies Act, No. 71 of 2008;
- 4.7 Consumer Protection Act, No. 68 of 2008;
- 4.8 Deeds Registries Act, No. 47 of 1937;
- 4.9 Divorce Act, No. 70 of 1979;



- 4.10 Employment Tax Incentive Act, No. 26 of 2013;
- 4.11 Extension of Security of Tenure Act, No. 62 of 1997;
- 4.12 Financial Intelligence Centre Act, No. 38 of 2001;
- 4.13 General Law Amendment Act, No. 50 of 1956;
- 4.14 Income Tax Act, No. 58 of 1962;
- 4.15 Insolvency Act No. 24 of 1936;
- 4.16 Labour Relations Act, No. 66 of 1995;
- 4.17 Legal Practice Act, No. 28 of 2014;
- 4.18 Magistrates' Courts Act, No. 32 of 1944;
- 4.19 Matrimonial Property Act, No. 88 of 1984;
- 4.20 National Credit Act, No. 34 of 2005;
- 4.21 Prevention of Illegal Eviction from and Unlawful Occupation of Land Act, No. 19 of 1998;
- 4.22 Promotion of Access to Information Act, No. 2 of 2000;
- 4.23 Protection of Personal Information Act, No. 4 of 2013;
- 4.24 Subdivision of Agricultural Land Act, No. 70 of 1970;
- 4.25 Tax Administration Act, No. 28 of 2011;
- 4.26 Trust Property Control Act, No. 57 of 1988;
- 4.27 Wills Act, No. 7 of 1953.

**J NAUDÉ ATTORNEYS INC.**

Per:

  
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**Jean-Jacques Naudé**  
Founder, Owner & Director