



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

INDEX

NO	DETAILS
1.	Introduction
2.	Contact Details
3.	Guide in terms of Section 10 of the Act
4.	Notice (s) in terms of Section 52 (2) of the Act
5.	Information / Documents available in accordance with other Legislation
6.	Documents / Information held by Bhikha Incorporated in terms of the Act
7.	Other information
8.	Availability of the Manual

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).