

STOPFORTHS

**Prokureurs Aktebesorgers Notarisse
Attorneys Conveyancers Notaries**

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Promotion of Access to information Act

Section 51 Manual

Registration Number: 92/07070/21

STOPFORTH'S ATTORNEYS INC.

Manual prepared in accordance with section 51 of the Promotion of Access to Information Act, No. 2 of 2000 ("the PAIA")

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Date of Revision:

01/11/2015

1. Introduction to Stopforths Inc. and type of business:

- 1.1 Name of the Company: Stopforths Incorporated
- 1.2 Name and position of head of Incorporated Company: Johan De Villiers Stopforth
Johannes Hermanus Van Rooyen
Kim Da Rocha
(Directors)
- 1.3 Type of Business: Attorneys, Conveyancers
Notaries

2. Contact details:

- 2.1 Postal Address: P O Box 487, Brackenfell
7561
- 2.2 Street Address: 1 Sonop Street, Arauna
Brackenfell, 7560
- 2.3 Contact Person: Johan De Villiers Stopforth
- 2.4 Telephone number: (021) 981 6140 / 003 3511
- 2.5 Telefax number: (021) 981 9101
- 2.6 E-mail address: info@stopforths.co.za
- 2.7 Website address: www.stopforths.co.za

3. The Act and the Guide referred to in Section 10 (Section 51 (1) (b))

- 3.1 The ACT grants a requester access to records of a private body, provided such records are required for the exercise or protection of any rights. The public body must be acting in the public interest in reaction to such a request.
- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3 A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any rights, contemplated by PAIA.
- 3.4 The Guide is available at the South African Human Rights Commission with its head office at 2nd floor, Braam Park, forum 3, 33 Hoofd Street, Braamfontein or direct any queries to:

The South African Human Rights Commission:

PAIA Unit

Private Bag 2700

Houghton 2041

Telephone: (011) 877 3750 / 877 3803

Telefax: (011) 403 0668

Website: www.sahrc.org.za

E-mail: info@sahrc.org.za / lidlamini@sahrc.org.za

4. Schedule of Records

- i) Categories of our records which are available without a person having to request access in terms of this Act:

Website records – the website, www.stopforths.co.za is accessible to anyone who has access to the Internet. Stopforths Inc. has the following categories:

- . Company Profile
- . Services
- . Transfer and Bond Costing Calculator
- . Contact us
- . Terms and Conditions

- ii) Other records:

This information relates to the day-to-day running of the organization and includes information such as:

- . Profile of Directors
- . Employee records
- . Client records
- . Incorporation documents of Stopforths Inc.
- . Share certificates

- . Financial Records (including accounting records and Auditors Reports)
- . Income tax records
- . Commercial contracts

5. Schedule of Records

- . Attorneys Act 53/79
- . Basic Conditions of Employment Act 75/97
- . Companies Act 61/73
- . Compensation for Occupational Injuries and Diseases Act 130/93
- . Customs and Excise Act 91/64
- . Electronic Communications and Transactions Act 25/2002
- . Employment Equity Act 55/98
- . Financial Intelligence Centre Act 31/2001
- . Guidance and Placement Act 61/81
- . Income Tax Act 58/62
- . Insolvency Act 24/1936
- . Labour Relations Act 68/95
- . Occupational Health and Safety Act 85/1993
- . Prescription Act 68/69
- . Promotion of Access of Information Act, Act 2/2000
- . Skills Development Act 9/1999
- . Tobacco Products Control Act 83/93
- . Unemployment Insurance contribution Fund Act 4/2002
- . Unemployment Insurance Fund Act 63/01
- . Value Added Tax Act 89/1991

6. Form of Request

If you wish to request information please use the prescribed form which can be found at the following website: www.sahrc.org.za (and of which a copy is attached hereto.)

Your request must substantially conform with the abovementioned form as prescribed by the Act.

Once you have completed the request form, kindly transmit it to us via post, fax or e-mail.

Provide sufficient details to enable us 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.

Access to records may be refused on ground specified in the Act.

7. Prescribed fees:

Request for records must be submitted in the prescribed form and accompanied by the prescribed fees.

7.1 Records may be withheld until the fees have been paid.

7.2 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za