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WOODHEAD
BIGBY ATTORNEYS

WOODHEAD BIGBY INCORPORATED
REGISTRATION NUMBER 1999/023454/21

MANUAL IN TERMS OF SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION
ACT NO. 2/2000 (“the ACT”)

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1. INTRODUCTION

Woodhead Bigby Incorporated conducts business as a legal practice consisting of attorneys, conveyancers and notaries public.

The aim of this manual is to assist requestors in requesting access to records and documents from Woodhead Bigby Incorporated as provided for in the Act.

2. COMPANY CONTACT DETAILS

Full Name:	Woodhead Bigby Incorporated
Registration Number:	1999/023454/21
Telephone number	+27 31 360 9700
e-mail address	mail@woodhead.co.za
Website	www.woodhead.co.za
Physical Address:	92 Armstrong Avenue La Lucia 4051 South Africa
Postal Address	P.O Box 433 La Lucia 4159 South Africa
Information Officer	Scott Bigby
Deputy Information Officer	Joanne Taylor

3. THE ACT

The Act grants a requester access to records of a private body, if the records are required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

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.

Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission (SAHRC) which will contain information for the purposes of exercising constitutional rights.

The Guide is available on the website of the SAHRC.

The contact details of the SAHRC are:

Postal Address	Private Bag 2700, Houghton, 2041
Telephone:	+27 11 877 3600
Fax:	+27 11 403 0625
Website	www.sahrc.org.za

4. APPLICABLE LEGISLATION

Woodhead Bigby Incorporated keeps records in accordance with the following legislation:

- 4.1 Legal Practice Act No. 28 of 2014
- 4.2 Basic Conditions of Employment Act No 75 of 1997
- 4.3 Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- 4.4 Employment Equity Act No. 55 of 1998
- 4.5 Labour Relations Act No. 66 of 1995
- 4.6 Companies Act No. 71 of 2008
- 4.7 Income Tax Act No. 58 of 1962
- 4.8 Value-Added Tax Act No. 89 of 1991
- 4.9 Financial Intelligence Centre Act No. 38 of 2001
- 4.10 Unemployment Insurance Act No. 63 of 2001
- 4.11 Administration of Estates Act No 66 of 1965
- 4.12 Trust Property Control Act No. 57 of 1988
- 4.12 Deeds Registries Act No. 47 of 1937
- 4.13 Sectional Titles Act No. 95 of 1986
- 4.14 National Credit Act No. 34 of 2005.

5. SCHEDULE OF RECORDS

5.1 Records that are automatically available to the general public

All information provided on our website, our brochures or any published articles and other information in the public domain.

5.2 Records that are not automatically available without a request in terms of the Act

5.2.1 Company secretarial and legal records

- Contracts and agreements
- Property records
- Insurance records
- Company Statutory records
- Legal Practitioners Fidelity Fund Certificates

5.2.2 Finance & Accounting

- Accounting records
- Asset register
- Taxation records
- Annual Financial Statements
- Banking records (business and trust accounts)

5.2.3 Human resources

- Employee records
- Employment contracts
- Payroll records
- Employment Equity records
- UIF records
- Medical aid records
- Legal Provident Fund records

5.2.4 Information Technology

Software licences and programmes

5.2.5 Legal services

Client records relevant to the rendering of legal services

6. FORM OF REQUEST

To facilitate the processing of your request kindly:

- 6.1 Use the prescribed form, available on the website of the SAHRC at www.sahrc.org.za.
- 6.2 Address your request to the Information Officer or Deputy Information Officer.
- 6.3 Provide sufficient details to enable Woodhead Bigby Incorporated to identify:
 - 6.3.1 the record(s) requested;
 - 6.3.2 the requester (and if an agent is lodging the request, proof of capacity);
 - 6.3.3 the form of access required;
 - 6.3.4.1 the postal address or e-mail address of the requester;
 - 6.3.4.2 If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- 6.3.5 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.

The Information Officer or Deputy Information Officer will within 30 days after the request has been received decide whether or not to grant the request. The requestor will be notified of the decision in the manner indicated on the request form.

7. PRESCRIBED FEES

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 Records may be withheld until the fees have been paid;
- 7.4 The fee structure is available on the website of the SAHRC at www.sahrc.org.za.