

Promotion of Access to Information Act Manual

(Prepared in terms of Section 51 of the Promotion of Access to Information Act 2 of 2000, as amended)

1. Introduction

This manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (“PAIA”), as amended, and the Regulations relating to the Promotion of Access to Information, 2021.

The purpose of this manual is to provide a reference guide to requesters of information held by Marais Muller Hendricks Incorporated (MMH), to assist them in exercising their constitutional right of access to information.

2. Contact Details

Private Body: Marais Muller Hendricks Inc.

Information Officer: Mr. Robert Wilson Stewart

Deputy Information Officer(s): N/A

Postal Address: PO Box 3392, Tyger Valley, Bellville, 7536

Physical Address: 1st Floor, Tyger Forum A, 53 Willie van Schoor Drive, Tyger Valley

Telephone: 0219435800

Email: roberts@mmha.co.za

Website: <https://mmh.law/>

3. Guide on How to Use PAIA

In terms of Section 10 of PAIA, the Information Regulator has compiled a guide to assist requesters in exercising their rights.

- The guide is available in all official languages.
- It can be obtained from the Information Regulator

- Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg
Email: complaints.IR@justice.gov.za
Website: www.justice.gov.za/inforeg

4. Records Automatically Available

The following records are automatically available without having to submit a formal PAIA request:

- MMH website publications.
- Marketing and promotional material.
- Public statements, press releases, and newsletters.

5. Categories of Records Held by MMH

The following categories of records may be requested under PAIA:

- Company Records: Incorporation documents, shareholder agreements, resolutions.
- Financial Records: Annual financial statements, tax records, invoices.
- Human Resources Records: Employee contracts, policies, payroll information.
- Client Records: Contracts, correspondence, case files.
- Operational Records: Policies, procedures, manuals.
- Regulatory Records: Licenses, registrations, statutory filings

Access to some of these records may be restricted on the grounds set out in PAIA (e.g., privacy, confidentiality, privilege).

6. Procedure for Requesting Access to Information

- 6.1 Requests for access to information must be made on the prescribed Form 2 of Annexure A.
- 6.2 Requests must be directed to the Information Officer at the contact details provided above.
- 6.3 The prescribed request fee must accompany the request (unless the information requested relates to the requester's own personal information).
- 6.4 The requester will be notified of any additional fees for searching, reproducing, or preparing the record.

6.5 MMH must respond within 30 calendar days (extendable for a further 30 days under certain conditions).

6.6 If a request is refused, written reasons will be provided as required by PAIA.

7. Fees Payable

7.1 Request fee: R140.00 (not applicable for personal records).

7.2 Reproduction fees: As prescribed in the PAIA fee schedule (e.g., per page photocopy, per CD, per hour staff time).

7.3 A deposit may be payable if the search/production is likely to exceed six hours.

8. Grounds for Refusal

Access to information may be refused in accordance with Chapter 4 of PAIA, including (but not limited to):

- Protection of privacy of individuals.
- Protection of commercial information of third parties.
- Protection of confidential information.
- Legal privilege.
- Safety of individuals and property.

9. Availability of the Manual

This manual is available:

- At MMH's offices during office hours.
- On MMH's website.
- From the Information Regulator.

10. Review of the Manual

This manual will be reviewed annually by the MMH Steering Committee to ensure compliance with applicable laws, regulations, and guidance from the Information Regulator.

Annexure A – Prescribed Form 2

FORM 2 – REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Regulation 7 of the PAIA Regulations, 2021)

A. Particulars of Private Body

1. Name of private body: Marais Muller Hendricks Inc.
2. Information Officer / Deputy Information Officer: _____
3. Postal address: _____
4. Street address: _____
5. Email: _____
6. Tel: _____ Fax: _____

B. Particulars of Person Requesting Access

Full name, ID, contact details, capacity (own behalf/representative).

C. Particulars of Person on Whose Behalf Request is Made

Full name, ID.

D. Particulars of Record

Description, reference number, details.

E. Fees

Request fee must be attached (unless own personal information).



F. Form of Access

Options: inspection, paper copy, electronic copy, transcription.

G. Particulars of Right to be Exercised or Protected

Specify right and reason.

H. Notice of Decision

Indicate preferred method of communication.

Signed at _____ on this ___ day of _____ 20__

Signature of requester: _____