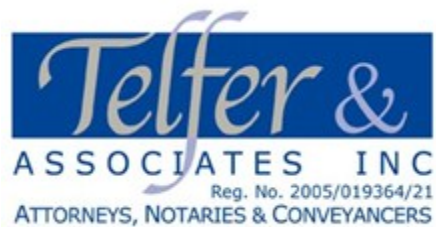


**TELFER & ASSOCIATES INCORPORATED
(REGISTRATION NUMBER: 2005/019364/21)**

MANUAL

**IN TERMS OF SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000**



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1. PURPOSE

This manual is published in accordance with the provisions of section 51 of the Promotion of Access to Information Act 2 of 2000 ("**the Act**") and relates to records held by Telfer & Associates Incorporated ("**the Company**"). This manual is intended to provide greater clarity on the types of records held by the Company and to facilitate requests for access to such records.

2. PARTICULARS

Full Name	Telfer & Associates Incorporated
Registration Number	2005/019364/21
Telephone Number	+27 (0) 11 267 2600
Fax Number	+27 (0) 11 267 2601
Physical Address	1st Floor, Block E St. Andrews Office Park Meadowbrook Lane Epsom Downs Bryanston
Postal Address	PO Box 70693 Bryanston 2021
Docex	5, Bryanston
Website	www.telferinc.co.za
Email	queries@telferinc.co.za

3. HEAD OF THE COMPANY

The head of the Company is Graeme Craig Telfer, contact details as follows:

Telephone Number	+27 (0) 11 267 2600
Fax Number	+27 (0) 11 267 2601
Email	craigt@telferinc.co.za

4. SOUTH AFRICAN HUMAN RIGHTS COMMISSION ("SAHRC") GUIDE

- 4.1 The Act grants a requester access to records of a private body, if the record is required for the exercise or protection of any right. If a public body lodges a request, the public body must be acting in the public interest.
- 4.2 Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariffs are dealt with in paragraphs 6 and 7 of the Act.
- 4.3 Requesters are referred to the Guide in terms of Section 10 of the Act which has been compiled by the SAHRC, which guide contains information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the SAHRC are:

Telephone Number	+27 (0) 11 877 3600
Fax Number	+27 (0) 11 403 0625
Postal Address	Private Bag 2700, Houghton, 2041
Website	www.sahrc.org.za

5. APPLICABLE LEGISLATION

The Company is required to keep and submit records in terms of the following legislation:

Act	Reference
Attorneys Act	53 of 1979
Basic Conditions of Employment Act	75 of 1997
Companies Act	71 of 2008

Compensation for Occupational Injuries and Diseases Act	130 of 1993
Employment Equity Act	55 of 1998
Income Tax Act	95 of 1967
Labour Relations Act	66 of 1995
Occupational Health and Safety Act	85 of 1993
Prevention of Organised Crime Act	121 of 1998
Promotion of Access of Information Act	2 of 2000
The Financial Intelligence Centre Act	38 of 2001
Unemployment Insurance Act	63 of 2001
Value Added Tax Act	89 of 1991

6. SCHEDULE OF RECORDS

6.1 No records have been voluntarily disclosed in terms of section 52 of the Act.

6.2 Categories of records held by the Company:

6.2.1 No records are automatically available as contemplated in section 52 of the Act.

6.2.2 Records relating to the Company's legal professional services including, but not limited to: client information and FICA documentation, correspondence, memoranda, opinions, agreements, wills, notarial deeds, minutes of meetings, notations of attendances on behalf of clients, property transfer documentation and other conveyancing related documentation.

6.2.3 Records relating to employees and former employees comprised primarily of employment agreements, employee files and remuneration particulars.

6.2.4 Financial and administrative records of the Company including memoranda, accounting records, financial statements, tax invoices, bank statements, bank reconciliations, assets registers, trust account statements, payment histories, policies and supplier information.

6.2.5 Legal resources and texts including law reports, textbooks, legislation, administrative contacts and other related reference materials.

7. FORM OF REQUEST

7.1 To facilitate the processing of your request, kindly:

7.1.1 Use the prescribed form, Form C, annexed hereto and available on the website of the SAHRC at www.sahrc.org.za.

7.1.2 Address your request to the Head of the Company, stated above.

7.1.3 Provide sufficient details to enable the Company to identify:

7.1.3.1 The record(s) requested;

7.1.3.2 The requester (and if an agent is lodging the request, proof of capacity);

7.1.3.3 The form of access required;

7.1.3.4 The postal address or fax number of the requester in the Republic of South Africa;

7.1.3.5 If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;

7.1.3.6 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.

8. **PRESCRIBED FEES**

- 8.1 A requestor is required to pay the prescribed fees of R50.00, or as published, before a request will be processed;
- 8.2 If the preparation of the record requested requires more than the prescribed six hours, a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 8.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 8.4 Records may be withheld until the fees have been paid.
- 8.5 The fee structure is available on the website of the SAHRC.

9. **AVAILABILITY**

- 9.1 Copies of this manual, or updated versions thereof, are available for inspection at the Company's offices.
- 9.2 Copies of the manual will also be made available on the Company's website and will further be provided to the HRC for onward disclosure.

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

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2. Reference number, if available:

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3. Any further particulars of record:

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E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

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F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
Mark the appropriate box with an X .	
NOTES:	
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.	
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.	
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:					
	copy of record*		inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images		copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
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G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

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2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at this day..... ofyear

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE