

JOBLAW

Job Law (Pty) Ltd (Registration Number 2004/014656/07)

East London
13 Bonza Bay Road
P O Box 2003
Beacon Bay
5241
Tel: 043 706 3400
Fax: 043 706 3418

Cape Town
78 Tierberg Street
Avondale
Cape Town
7500
021 911 2030
021 911 2030

Circular 8 of 2015

17 August 2015

Dear Client

RE: MANUAL IN TERMS OF PROMOTION OF ACCESS TO INFORMATION ACT

If you have not done so as yet, we hereby wish to remind you that a Manual in terms of the Promotion of Access to Information Act **must** be compiled and lodged with the Human Rights Commission by **31 December 2015**, being the date until which the deadline was extended in December 2011.

In terms of the said Act this applies to:

1. a natural person who carries or has carried on any trade, business or profession, but only in such capacity;
2. a partnership which carries or has carried on any trade, business or profession;
3. any former or existing juristic person (company & close corporation), but excludes a public body.

If you have not complied herewith as yet, kindly be advised that we can render this service to you and compile and lodge the required manual on your behalf. The costs hereof will amount to R1000 ex VAT. If you wish us to prepare and submit a PAIA manual on your behalf, please complete the attached questionnaire and forward it to leon@joblaw.co.za.

If you wish to make use of our services in this regard, you are requested to complete the attached questionnaire and return it to us as soon as possible.

Also note that depending on the number of employees or annual turnover only certain private bodies are exempted until 31 December 2015 . other private bodies are required and thus advised to submit their manuals without delay.

Please do not hesitate to contact us should you have any enquiries regarding any of the above.

JobLaw regards



LEON LANGEVELD
CEO

Directors

Adv. L.J. Langeveld (B.Juris, LLB); Mr. AE. Steyn; Mr. C. Swanepoel (LLB)

APPROVED MEMBER OF AHI EMPLOYERS ORGANISATION Reg. No. LR2/6/3/475