



**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2000
(PAIA)**

1. CONTACT DETAILS:

ABRAHAMS & GROSS INC

Business type: Law Firm
Head of the Body: Basilio Roberto de Sousa
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CAPE TOWN
8000

Physical address: 1st floor, 56 Shortmarket Street
CAPE TOWN
8001

Telephone: + 27 21 422 1323
Fax: + 27 11 604 0038
E-mail: info@abgross.co.za
Website: www.abgross.co.za

Requests for access to information should be addressed to:
Mr BR de Sousa at info@abgross.co.za

2. GUIDE ON HOW TO USE PAIA AT THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION

This guide is available from the South African Human Rights Commission. Kindly direct any queries to:

The South African Human Rights Commission: PAIA Unit, The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484 8300
Fax: +27 11 484 0582
E-mail: paia@sahrc.org.za
Website: www.sahrc.org.za



3. NOTICE IN TERMS OF SECTION 52(2)

Abrahams & Gross Inc holds no information that is freely available without a requestor having to request access in terms of the Act.

4. INFORMATION HELD

Abrahams & Gross Inc holds records on the following subjects and categories:

Personnel Records

- Personal records provided by employees
- Employment agreements and conditions of employment
- Disciplinary and evaluation records
- Correspondence relating to personnel
- Training material
- Requests for leave & absence record
- Personnel file

Client Records

- Records provided by a client
- Records provided by a client to a third party acting for or on behalf of Abrahams & Gross Inc
- Records provided by third parties
- Records generated by or within Abrahams & Gross Inc
- Fee structures and agreements

General

- Financial records
- Insurance records
- Asset register
- Databases
- Law Society Records
- Marketing Records
- Internal & External Correspondence
- Insurance contracts
- Commercial Agreements

All information requested will only be made available subject to the provisions of the Act and subject to Attorney-Client Privilege.



Abrahams & Gross Inc holds information in accordance with the following legislation. (Please note that this is not an exhaustive list)

- Income Tax Act, No 58 of 1962 (Section 75)
- Value-Added Tax Act, No 89 of 1991 (Section 65)
- Unemployment Insurance Act, No 30 of 1996 (Section 32)
- Basic Conditions of Employment Act, No 75 of 1997 (Section 31)
- Employment Equity Act, No 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, No 130 of 1993 (Section 97)
- Insolvency Act, No 24 of 1936 (Sections 134 and 155)
- Occupational Health and Safety Act, No 85 of 1993
- Attorneys Act, No 53 of 1979
- Skills Development Act, No 97 of 1998
- Financial Intelligence Centre Act 28 of 2001
- Electronic Communications and Transactions Act No 25 of 2002
- Closed Corporation Act No 69 of 1984
- Companies Act No 61 of 1973
- Labour Relations Act No 66 of 1995
- Trademarks Act No 194 of 1993

5. MANNER OF ACCESS

The requester must use the prescribed **FORM C** to make the request. Request forms can be obtained from the South African Human Rights Commission web site. The request must be directed to the person and in the manner as stated in paragraph 1 of this manual.

No request, other than a personal request, will be processed without payment of the prescribed fee. The fee structure can be obtained on the South African Human Rights Commission web site.

If a request is granted, an access fee must be paid. The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request whether the request is granted or refused.



6. GROUNDS FOR REFUSAL OF ACCESS TO INFORMATION

In terms of Sections 62 to 69 of the Act, access to a record may be refused on one or more of the following grounds:

- Mandatory protection of the privacy of a third party who is a natural person
- Mandatory protection of the commercial information of a third party
- Mandatory protection of certain confidential information of a third party
- Mandatory protection of the safety of individuals and the protection of property
- Mandatory protection of records privileged from production in legal proceedings
- The commercial information of Abrahams & Gross Inc.

7. AVAILABILITY OF THE MANUAL

This manual will be available on the Abrahams & Gross Inc's website, at the SAHRC and at the offices of Abrahams & Gross Inc.