



SECTION 51 MANUAL

PROMOTION OF ACCESS TO INFORMATION

(in terms of : Promotion of Access to Information Act, 2000)

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("the Act"). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person or entity, whether such information is required by someone to protect his/her rights.

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1. INTRODUCTION TO COPELAND INC

Copeland Attorneys Incorporated ("Copeland Inc") is registered as a Personal Liability Company with the CIPC with Registration Number: 2020/519892/21, and is registered with the Legal Practices Council of South Africa under Practice Number: 69955. The Principal and Sole Director of Copeland Inc is Sandra Copeland, an admitted Attorney of the High Court of South Africa, with full right of appearance.

Copeland Inc has its principal place of business situated in Randburg, Gauteng.

This manual serves to inform members of the public of the categories of information we hold, and which may, subject to the grounds of refusal listed in the Act, be disclosure after evaluation of an access application being made in terms of the Act.

2. AVAILABILITY OF THIS MANUAL

A copy of this Manual is available -

- On request from our Information Officer
- On our website: www.copelandinc.co.za
- From the South African Human Rights Commission (SAHRC) at the address as published by the Commission

This Manual will be updated from time to time, as and when required.

3. COPELAND INC INFORMATION OFFICER

Copeland Inc's Information Officer is:

Director: Sandra Copeland

Tel: 011 792 8285

E-mail: sandra@copelandinc.co.za

4. HOW TO REQUEST ACCESS TO RECORDS HELD BY COPELAND INC

Requests for access to records held by the Copeland Inc must be made on request, in the form as prescribed in terms of section 53(1), a copy of which is attached hereto, and which is available on our website, or from the SAHRC website. (www.sahrc.org.za),

4.1 When a record is requested, the following will apply:

- 4.1.1 The Request Form must be completed. It can be obtained from the Information Officer, on the SAHRC website (www.sahrc.org.za) or on the website of the Department of Justice (www.justice.gov.za) under "PAIA" and "forms".
- 4.1.2 On the Request Form all details must be completed, including the right the requester wants to protect by requesting the information.
- 4.1.3 If the requester is acting on behalf of someone else, the signature of the other person as the one who is authorised the request to be made.
- 4.1.4 The requester must state in which form (inspection of copy, paper copy, electronic copy, transcript, etc) s/he wants to access the information.

- 4.1.5 If the record is part of another record, the requester will only be accessed the part(s) that pertains to the information s/he wants or is entitled to, and not the rest of the record.
- 4.2 All requests will be evaluated against the provisions of the Act. The Act allows the Information Officer to refuse access on grounds stipulated in the Act (Chapter 4 of PAIA), for example as in the instance of the personal information pertaining to a third party who is a natural person; privileged information; commercial information of third parties; where such disclosure would breach an undertaking of confidentiality; where the documentation is privileged in terms of legal proceeding.
- 4.3 **An answer on a request for information will be made within 30 days of the request, and if not granted and if the requester is not satisfied s/he can approach the courts within 30 days.**
- 4.4 In terms of section 54 of PAIA, should access be granted, the requester shall be required to pay the applicable access fee, including the costs for making copies or transcriptions and the time required to search for the record, and the Information Officer may withhold the record until the applicable fees have been paid.
- 4.5 The Information Officer may extend the 30 day period for a further 30 day period in the event that the requirements of section 57 of PAIA are met.

5. HOW THE ACT WORKS AND INFORMATION PUBLISHED BY THE SAHRC

More information on how the Act works and all other information can be obtained from the SAHRC – SA Human Rights Commission, at:

Contact details

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
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

6. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Information is available in terms of the following legislation to the persons or entities specified in such legislation, as well as the specific protections offered by such laws. As legislation changes from time to time, and new laws may stipulate new manners and extend the scope of access by persons specified in such entities, this list should be read as not being a final and complete list.

- Arbitration Act No. 42 of 1965

- Basic Conditions of Employment No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Copyright Act No. 98 of 1978
- Currency and Exchanges Act No. 9 of 1933
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Intellectual Property Laws Amendments Act No. 38 of 1997
- Labour Relations Act No. 66 of 1995
- Occupational Health & Safety Act No. 85 of 1993
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Trade Marks Act No. 194 of 1993
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991.
- Public Finance Management Act No. 1 of 1999
- National Sport and Recreation Act No. 110 of 1998

7. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION

- 7.1 Any person wanting to make application for access to records held by Copeland Inc may obtain the prescribed application form from the Copeland Inc offices as follows:

Copeland Attorneys Incorporated

Phone: (011) 792 8285

E-mail: sandra@copelandinc.co.za

Website: www.copelandinc.co.za

7.2 Records that are voluntarily/freely available

The Following records are made freely available on the Copeland Inc Website, and may be freely accessed by any interested person:

- 7.2.1 Copeland Inc's Privacy Policy
- 7.2.2 Copeland Inc's Terms and Conditions
- 7.2.3 Copeland Inc's Email Disclaimers
- 7.2.4 Copeland Inc's Risk Management and Compliance Manual
- 7.2.5 Copeland Inc's PAIA Manual

7.3 Records that may be requested in terms of this Manual

- 7.3.1 Administration/Secretarial:
 - Minutes of meetings
 - General correspondence
 - Fidelity Fund Certificate
 - POPIA Information Regulator Registration
 - FIC Accountable Institution Registration

7.3.2 Financial:

- Annual Financial Statements
- PAYE Returns
- VAT Returns
- UIF Returns
- Books of Account
- Asset Register
- Tax Records
- Insurance

7.3.3 Human Resources:

- Employment Contracts
- Remuneration records and policies
- Leave records

7.3.4 Operations:

- Fees and Disbursement records
- Client list
- Supplier contracts
- Commercial Lease Agreements
- Operational policies and procedures
- Firm prospectus and presentations

8. UPDATING THIS MANUAL

Copeland Inc shall update this Manual from time-to-time, as may be necessary, and the most current version thereof shall be available from the Information Officer, or as published on the Copeland Inc website.

9. AVAILABILITY OF THE MANUAL

This Manual will be available in English, and will be submitted to the South African Human Rights Commission, made available at Copeland Inc's office, and will be placed on the Copeland Inc website.

10. REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY FORM



J752

REPUBLIC OF SOUTH AFRICA

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 10]

Particulars of private body

The Head:

Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
(b) The address and/or fax number in the Republic to which the information is to be sent must be given.
(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal address: _____

Telephone number: (____) _____ Fax number: (____) _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person:

Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number:

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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.

Description of record or relevant part of the record:

Reference number, if available:

Any further particulars of record:

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:

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:	
Compliance with your request for access in the specified form may depend on the form in which the record is available.	
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.	
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 computerreadable 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.	
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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.

Indicate which right is to be exercised or protected:

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

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 ____ of _____ 20 ____

SIGNATURE OF REQUESTER /

PERSON ON WHOSE BEHALF REQUEST IS MADE