

**VAN ZYL'S INCORPORATED**  
**REGISTRATION NUMBER:1998/014947/21**

**MANUAL COMPILED IN TERMS OF THE PROVISIONS OF SECTION 51  
OF THE PROMOTION OF ACCESS OF INFORMATION ACT, ACT 2 OF  
2000**

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1. INTRODUCTION

The purpose of this manual is to give assistance to with regard to the procedure to be followed when access to information and/or documents is requested from Van Zyl's Incorporated in terms of the act.

This manual may be amended from time to time and once an amendment has been finalized, an updated version of this manual will be made available.

A person may contact the information officer should he/she require assistance with regard to the use of this manual and/or the making of a request to information or documentation of Van Zyl's Incorporated.



Words used in this manual has the following meaning:

“the Act” the Promotion of Access to Information Act, Act 2 of 2000, together with the relevant regulations published in terms thereof;

“the Manual” this manual together with all appendices hereto, which is available from time to time at the offices of Van Zyl’s Incorporated;

“Van Zyl’s Incorporated” Van Zyl’s Incorporated a incorporated company and which company renders professional legal services to individual clients, businesses and organizations;

“SAHRC” THE South African Human Rights Commission;

“Information Officer” Pieter-Willem Krige a director of Van Zyl’s Incorporated who has been appointed as such.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of Institution	:	Van Zyl’s Incorporated
Director and Information Officer	:	Mr P Krige
Address	:	90 Jean Avenue Doringkloof Centurion Gauteng
Postal Address	:	P.O. Box 7300 Centurion 0046
Telephone	:	+27 12 667-5111
Fax	:	+27 12 667-5096
E-Mail	:	<a href="mailto:pw@vzylinc.co.za">pw@vzylinc.co.za</a>



3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of the provisions of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission with information which may be required by a person who wants to exercise a right as contemplated in the Act. The guide will be made available by the SAHRC in all the official languages of South Africa and is available at the SAHRC.

Contact details of the South African Human Rights Commission are as follows:

PAIA Unit  
Research and documentation Division  
Private Bag X2700  
HOUGHTON  
2041

Telephone : +27 11 484 8300  
Fax : +27 11 484 0582/1360  
Website : [www.sahrc.org.za](http://www.sahrc.org.za)  
E-Mail : [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.



5. INFORMATION / DOCUMENTATION AVAILABLE IN TERMS OF OTHER (Section 51(1)(d) of the Act)

Van Zyl's Incorporated has information / documentation in terms of the following legislation:

- Insolvency Act, Act 24 of 1936
- Companies Act, Act 61 of 1973
- Companies Act, Act 71 of 2008
- Attorneys Act, Act 53 of 1979
- Labour Relations Act, Act 66 of 1995
- Basic Conditions of Employment Act, Act 75 of 1997
- Supreme Court Act, Act 59 of 1959
- Magistrates Court Act, Act 32 of 1944
- Deeds Registries Act, Act 47 of 1937
- Close Corporations Act, Act 69 of 1984

The abovementioned records, insofar as its is of a public nature, is automatically available without a person requesting access thereto in terms of the Act and as provided for in Section 52.

6. INFORMATION / DOCUMENTS HELD BY VAN ZYL'S INCORPORATED IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

Van Zyl's Incorporated holds information / documents as referred to below:

- Information with regard to the operational-, commercial and financial interest of Van Zyl's Incorporated
- Client data bases
- Standard employment agreements
- Van Zyl's Incorporated personnel reports



The information Officer can be contacted with regard to services rendered on the expertise of the professional employees.

Any and all information / documents which may be requested with regard to the above will only be made available to a person subject to the provisions of the Act. No information held by Van Zyl's Incorporated is automatically available without a person requesting access thereto in terms of and subject to the provisions of the Act.

A request for access to information must be in the prescribed form, addressed to the Information Officer and against payment of the prescribed fees. See the Department of Justice and Constitutional website ([www.doj.gov.za](http://www.doj.gov.za)) for the prescribed forms.

7. OTHER INFORMATION (Section 51(1)(f) of the Act)

For any regulations published in terms of this Section you are referred to Department of Justice and Constitutional website ([www.doj.gov.za](http://www.doj.gov.za)).

8. AVAILABILITY OF MANUAL (Section 51(3) of the Act)

- This manual is available without charge for inspection at the offices of Van Zyl's Incorporated;
- Copies of the manual is available at the offices of Van Zyl's Incorporated, subject to the payment of the prescribed fee;
- Access to the manual can be obtained on the website of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and will also be published in the Government Gazette;
- The manual available on the website of the SAHRC and in the Government Gazette does not contain the prescribed forms and fees. The forms and fees can be downloaded from the website of



the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) or the Department of Justice and Constitutional ([www.doj.gov.za](http://www.doj.gov.za)) (under “regulations”).

## 9. GENERAL

This manual is available only in English and Afrikaans. Should any person require a copy in any other official language of the Republic of South Africa, such a person may translate this manual on his/her own costs.

