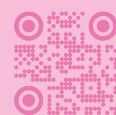




**HORN & REDDY**  
ATTORNEYS INC.

# PAIA MANUAL



## **PROMOTION OF ACCESS TO INFORMATION ACT – PAIA MANUAL**

This manual was prepared in accordance with section 51 of the Promotion of Access to Information Act and serves as a guide for third parties seeking access to information held by Horn & Reddy Attorneys in compliance with the Promotion of Access to Information Act (PAIA). As mandated by PAIA, this manual outlines the types of information held by the company and provides instructions on how to request access to it.

### **1. Introduction to Horn & Reddy Attorneys**

Horn & Reddy Attorneys is an incorporated entity and operates as a law firm, with offices located in Pretoria and Paarl. Ms. E. Reddy has been appointed as the Information Officer, responsible for handling requests for access to information in accordance with the Act.

### **2. Particulars of the Information Officer**

- **Information Officer:** Erusha Reddy – Director
- **Physical & Postal Address:** 169 Garsfontein Road, Ashlea Gardens, Pretoria, 0081
- **Telephone & Email:** 082 870 8745 | erusha@hratt.co.za

### **3. Information on the Access to Information Regulators Guide – Section 51(1)(b)**

The Regulator has, in terms of Section 10 of PAIA made available the Guide on how to use PAIA (“Guide”), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA. The Guide is available in each of the official languages and in braille. Any enquiries regarding this guide should be directed to: The Information Regulator, 27 Siemens Street, Braamfontein, 2017, Telephone Number: 010 023 5200, Email: [enquiries@info regulator.org.za](mailto:enquiries@info regulator.org.za); Website: [www.info regulator.org.za](http://www.info regulator.org.za).

### **4. The Latest Notice in Terms of Section 52(2) (if any) [Section 51(1)(c)]**

No notice has been published on the categories of records that are automatically available without a person having to request access in terms of Section 52(2) of PAIA.

### **5. Description of the Records that are Available**

Where applicable to its operations, the company holds records and documents in accordance with various legislative acts, including but not limited to:

- Companies Act No. 761 of 2008
- The Consumer Protection Act 68 of 2008
- Value Added Tax Act 89 of 1991
- Labour Relations Act 66 of 1995
- Promotion of Access of Information Act 2 of 2000
- Electronic Communications and Transactions Act 25 of 2002

- The Protection of Personal Information Act 4 of 2013
- Legal Practice Act 28 of 2014
- Financial Intelligence Centre Act 38 of 2001

## **6. Description of Available Records**

The following types of records are held by the company:

- Company incorporation documents
- Director information
- Client information
- General contract documentation
- General operational information
- Company guidelines and procedures
- Statutory records
- Financial records & salaries of directors
- Banking details
- Insurance policies
- Supplier contracts
- Licenses & authorities
- Internal and external correspondence
- Financial information
- Risk Management Compliance Programme

## **7. Process to Apply for Access to Information**

To request access to a record, complete the Request for Access Form available at [www.inforegulator.org.za](http://www.inforegulator.org.za) (for ease of reference form is attached hereto) and submit it to the company via email to the Information Officer. Ensure the form provides sufficient detail to identify the record and includes the requester's identity and contact information.

## **8. Protection of Personal Information Act, 2013**

The company's processing of personal information is detailed in its POPIA Policy, available upon request.

## **9. Information Security**

The company is committed to ensuring that customer information is secure. The company employs physical, electronic, and managerial measures to secure customer information and prevent unauthorized access, disclosure, or alteration.

## **10. Fees Payable for Access to Records**

Refer to the prescribed fees schedule available on [www.inforegulator.org.za](http://www.inforegulator.org.za).

## **11. Decision**

The Company will, within 30 (thirty) days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect. The 30 (thirty) day period within which the Company has to decide whether to grant or refuse the request, may be extended for a further period of not more than (30) thirty days if the request is for a large number of information, or the request requires a search for information held at another office of the Company and the information cannot reasonably be obtained within the original 30 (thirty) day period. The Company will notify the requester in writing should an extension be sought

## **12. Grounds for Refusal**

The company may refuse access to certain documents to protect privacy, commercial information, confidentiality, safety, legal privilege, and research information.

## **13. Remedies Available when the Company Refuses a Request for Information**

The company's decision on access requests is final and does not include internal appeal procedures. If dissatisfied with the decision, requestors may seek external remedies. Should a request for information be refused, and the requestor is not satisfied with the response provided by the Information Officer, they must pursue any available external remedies.



**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 <b>X</b> .	
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.	

<b>1. If the record is in written or printed form:</b>					
	copy of record*		inspection of record		
<b>2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</b>					
	view the images		copy of the images*		transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	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. <b>The requester must sign all the additional folios.</b>
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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?

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Signed at ..... this day..... of .....year .....

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