

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

**and
THE PROTECTION OF PERSONAL INFORMATION ACT (POPI)**

FOR



MEUMANN WHITE
ATTORNEYS

(Updated 29 March 2017)

Access to information under PAIA only, requires the process to be duly followed, as detailed in this document.

Requests for information of a general nature do not have to be followed as per this manual, but must be in writing and addressed to the information officers as per section A, and will be subject to Meumann White's Policy on POPI

The objectives of Meumann White's POPI policy is:

To ensure that information will at all times be protected, commensurate with the risk of its unauthorised disclosure and malicious or inappropriate use, so that:

- the confidentiality of information will be assured;
- the integrity of information, its accuracy and completeness, will be maintained; and
- the availability of information and information systems will meet business requirements.

1. COMPANY OVERVIEW:

Meumann White is a professional company practicing as attorneys, notaries and conveyancers.

Information relating to the firm is available on the company's website at www.meumannwhite.co.za

2. CONTACT PARTICULARS

COMPANY NAME:	Meumann White Attorneys
PRACTICE MANAGING PARTNER:	Bruce MacDonald Forrest
INFORMATION OFFICER:	Barbara Chelin
TELEPHONE NO:	087 350 7800
FAX NO:	086 685 1760
E-MAIL:	bchelin@meumannwhite.co.za
DOCEX :	Docex 73 Durban
POSTAL ADDRESS :	PO Box 50171 Musgrave 4062
WEB ADDRESS :	www.meumannwhite.co.za
HEAD OFFICE / BEREA:	2nd Floor Wakefield House, 150 Stephen Dlamini, (Essenwood)Road, Berea, 4001
AMANZIMTOTI:	430 Andrew Zondo (Kingsway) Road
BLUFF:	897 Bluff Road Bluff 4052
UMHLANGA:	Suite 3 1 st Floor Granada Square 16 Chartwell Drive Umhlanga Rocks 4320
HILLCREST:	2A Lucas Dive Hillcrest 3650

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person wishing to exercise any right contemplated in the Promotion of Access to Information Act, 2000 may obtain a copy of the information guide issued by the South African Human Rights Commission from:

The South African Human Rights Commissioner
PAIA Unit

Postal Address: Private Bag 2700
Houghton
2070

Telephone No: (011) 4848300

Fax No: (011) 4840482

Website: www.sahrc.org.za
















Email: paia@sahrc.org.za

4. INFORMATION AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 52 OF THE ACT.

All public notices and press releases relating to the legal profession, as published in the South African media, is available without a person having to request access.

However, the website of Meumann White is available to anyone who has access to the Internet. The website contains information in various categories relating to the company, its contact particulars, fields of expertise and its professional staff.

5. INFORMATION / DOCUMENTATION AVAILABLE IN TERMS OF OTHER LEGISLATION *(Please note that this is not an exhaustive list).*

-  Companies Act No. 61 of 1973
-  Attorneys Act No. 53 of 1979
-  Income Tax Act of 58 of 1962
-  Value Added Tax No. 89 of 1991
-  Regional Services Councils Act No. 109 of 1985
-  Unemployment Insurance Act No. 63 of 2001
-  Labour Relations Act No. 66 of 1995
-  Basic Conditions of Employment Act No. 75 of 1997
-  Employment Equity Act No. 55 of 1998
-  Skills Development Act No. 97 of 1998
-  Skills Development Levies Act No. 9 of 1999
-  Pension Funds Act No. 24 of 1956
-  Medical Schemes Act No. 131 of 1998
-  Occupational Health and Safety Act No. 85 of 1993
-  Compensation for Occupational Injuries and Diseases Act No. 130 of 1993

6. RECORDS AVAILABLE (ONLY ON REQUEST IN TERMS OF THE ACT)

The information listed in paragraph 7 below is not readily available and may be requested in accordance with the procedure prescribed in terms of the Promotion of Access to Information Act.

Copies of the prescribed forms requesting information are available in Government Gazette No. 23119 Regulation No. 7278 of 15 February 2002 – Form C.

Meumann White will consider all such requests received and decide whether or not access to the record will be given based on inter alia the confidentiality and privilege surrounding the said record.

7. CATEGORIES OR RECORDS HELD BY MEUMANN WHITE

Records relating to Meumann White

Records relating to commercial, financial, and professional interests of Meumann White, including but not limited to its client database, fee structures, commercial contracts with third parties and its business plans, systems, procedures and statutory records.

Personal records

Records of personal information of present, past and prospective employees and partners of Meumann White.

Client records:

Records of clients of Meumann White containing personal information, commercial and financial information pertaining to contemplated, existing and past litigation, information on agreements, proposals and intellectual and other property of clients.

Other records:

Records held by the company pertaining to other parties, including without limitation, financial records, correspondence, contractual records, records provided by other parties and records that third parties have provided which relate to contractors and suppliers.

8. THE REQUEST PROCEDURE AND FEES

Any request for information in terms of this Act shall be in writing and shall comply with the terms set out in section 53 of the Act.

Where applicable, payment of request and access fees shall be made in terms of section 54 of the Act.

9. AVAILABILITY OF THE MANUAL

A manual is available for inspection by the general public upon request, during office hours at the offices of Meumann White and copies may also be requested from the South African Human Rights Commission and the Kwazulu – Natal Law Society.

The Act, forms and fee structures prescribed under the Act are available at the website of the Department of Justice and Constitutional Development, www.doj.gov.za under Legislation, Regulations.