

Manual in terms of Section 51 of the Promotion of Access to Information Act, 2 of 2000

Prepared in respect of: Louw & Da Silva Attorneys

1. Contact Details

Name of Business: Louw & Da Silva Attorneys

Head of Business: A A Da Silva Moreira

Information Officer: A van der Merwe Louw

Postal Address: Progressus Building, Rietbok Street, Kathu, Northern Cape

Phone Number: 053 723 3259

Email Address: albert@louwdasilva.co.za

Website: www.louwdasilva.co.za

2. Introduction

The Promotion of Access to Information Act, 2000 (the Act) gives effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights.

3. Section 10 Guide

The Section 10 Guide on how to use the Act is available from the South African Human Rights Commission. Please direct queries to:

The South African Human Rights Commission

PAIA Unit, The Research and Documentation Department

Private Bag 2700, Houghton, 2041

Telephone: +27 11 877 3600

Fax: +27 11 403 0625

Website: www.sahrc.org.za

4. Company Structure and Functions

Louw & Da Silva Attorneys is a law firm providing legal services including civil litigation, commercial law, and mining law.

5. Records Automatically Available

The following categories of records are automatically available to the public and do not require a formal request for access:

- Marketing materials

- Publicly available information on the website

6. Records Held

The following categories of records are held by the firm:

- Client files
- Financial records
- Employment records
- Internal correspondence
- Agreements and contracts
- Company registration documents

7. Request Procedure

To request a record, the requester must complete the prescribed Form C and submit it to the Information Officer. A request fee may be applicable.

Form C can be obtained from www.justice.gov.za or from the SAHRC.

Requests must be sent to:

Information Officer: A van der Merwe Louw

Email: albert@louwdasilva.co.za

8. Grounds for Refusal

Requests may be refused on grounds such as:

- Protection of personal information
- Protection of commercial information
- Legal privilege
- Protection of confidential information of third parties

9. Availability of the Manual

This manual is available at our offices and on our website at www.louwdasilva.co.za