

### **Section 1: Introduction**

- This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, No. 2 of 2000 ("the Act"). It is designed to facilitate requests for access to records held by AMS Attorneys Inc

### **Section 2: Contact Details**

- Information Officer: Allison Schoeman
- Postal Address: 66 Smith Drive, Ocean View, Durban, 4052
- Telephone: 031 013 0049
- Email: [allison@amsinc.co.za](mailto:allison@amsinc.co.za)

### **Section 3: Guide on How to Use the Act**

- Information on how to use the Act is available from the South African Human Rights Commission. Please consult their website at [Home \(sahrc.org.za\)](http://Home.sahrc.org.za).

### **Section 4. Grounds for Refusal of Access**

Grounds upon which AMS Attorneys Inc. may refuse access to records (e.g., attorney-client privilege, personal information).

### **Section 5: Request Procedure**

The applicant is required to duly complete and submit the application form. Following the submission, the company will evaluate the application and, within 30 days, issue an invoice for the applicable fee. The processing of the application will commence once the payment is received, and this process will be completed within a period of 60 days from the date of payment.

### **Section 6: Grounds for Refusal of Access to Records**

Access to certain records may be denied based on specific grounds as outlined in this section. These grounds include, but are not limited to, the protection of an individual's privacy, the safeguarding of commercial confidentiality, and the preservation of the confidentiality inherent in attorney-client relationships. The confidentiality of the attorney-client relationship is paramount and any requests that compromise this professional obligation will be subject to refusal in order to maintain the integrity and trust essential to legal practice.

### **Section 7: Remedies Available if Request is Denied**

In the event of a request being denied, the requester is obliged to file an appeal within 30 days from the date of receipt of the rejection notice. Should the requester fail to submit an appeal within this stipulated timeframe, the application will be deemed closed. Consequently, any subsequent requests relating to the same matter will be automatically precluded.

## Appendix: PAIA Request Form

### Request for Access to Record of Private Body

- [Form Header with [Your Organization Name] and logo]

### Particulars of Person Requesting Access to the Record

- Full Names and Surname:
- Identity Number:
- Postal Address:
- Telephone Number:
- Email Address:

### Particulars of Person on Whose Behalf Request is Made

- [If applicable]


### Particulars of Record

- Description of the record or relevant part of the record:

- Reference number, if available:
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### Fees

The following fees are applicable and payable for processing requests under the Promotion of Access to Information Act (PAIA):

- Request Fee: Upon submission of a request for access to records held by a private entity, the requester is required to pay a non-refundable request fee. The prescribed fee for such requests is R150.
- Access Fee Structure: Fees associated with access requests are imposed to offset the expenses incurred for the reproduction, search, and preparation of the requested records. Additionally, fees apply for any time exceeding the standard allotted hours required to locate and ready the records for disclosure. The detailed fee schedule is as follows:
  - For every photocopy of an A4-size page or part thereof, R1.10

- For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form, R0.75.
  - For a copy in a computer-readable form on a compact disc, R70.
  - For a transcription of visual images, for an A4-size page or part thereof, R40.
  - For a copy of visual images, R60.
  - For a transcription of an audio record, for an A4-size page or part thereof, R20.
  - For a copy of an audio record, R30.
- Actual Postage Fee Provision: The requester will be responsible for covering the actual postage costs incurred when sending copies of the requested records.

Important Notice on Fees: Please be aware that the aforementioned fees are subject to modification.

**Form of Access Required**

- Indicate if you require a copy of the record, an opportunity to view the record, etc.


**Particulars of Right to be Exercised or Protected**

- Please furnish a detailed and explicit explanation of the purpose of your request, clearly identifying the specific right that is being or will be infringed upon in the event of the denial of this request.


**Signature of Requestor**

Date	
Signature	