

Louis Barend Marais

(ID Number: 6607215028081)

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

Date of Compilation: 11/17/2015

Date of Revision: 11/18/2015

Contents Page

PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

Section 51 Manual of Louis Barend Marais

(ID number: 6607215028081)

1. Contact particulars (Section 51(1)(a))
2. Introduction
3. Guide in terms of section 10 of The Act (Section 51(1)(b))
4. Facilitation of a request for access to information (Section 51 (1)(e))
5. Information available in terms of other applicable legislation (Section 51(1)(c))
6. Information automatically available
7. Information available in terms of the act (Section 51 (1)(d))
8. General (Section 51(1)(f))
9. Requesting Procedures
10. Availability of the manual

A handwritten signature in black ink, consisting of a stylized, cursive letter 'B' or similar character, positioned above a horizontal line.

PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF LOUIS BAREND MARAIS (REGISTRATION NUMBER: 6607215028081)

1. CONTACT PARTICULARS

Head of business:	Louis Barend Marais	Information officer:	Louis Barend Marais
Postal Address:	Po Box 75271 Lynnwoodridge Pretoria 0040	Physical Address:	80 Glenwood weg Lynnwood Glen Pretoria 0181
Telephone Number:	0123486919	Fax Number:	0123486312
E-mail Address:	info@auditpartners.co.za		
Website:	www.auditpartners.co.za		

2. INTRODUCTION

Trading as Louis Marais & Partners Chatered Accountants (S.A.)

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: (+27)11 877 3600
Fax Number: (+27)11 403 0625
Website: www.sahrc.org.za

4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from **Louis Barend Marais**, www.auditpartners.co.za.



5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Auditing Profession Act 26 of 2005
- Income Tax Act 58 of 1962
- Promotion of Access to Information Act 2 of 2000
- Tax Administration Act 28 of 2011
- Trust Property Control Act 57 of 1988
- Value Added Tax Act 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- www.auditpartners.co.za

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

8. GENERAL

N/A

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of Louis Barend Marais, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.

10. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of Louis Barend Marais, from the South African Human Rights Commission and at: www.auditpartners.co.za.

