

# ***VAN GREUNEN AND ASSOCIATES INC***



## ***MANUAL***

***IN TERMS OF SECTION 51(1) OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT, ACT 2 of 2000 (“the Act”)***

### ***THE PURPOSE***

The purpose of this document is to serve as the Manual of Van Greunen and Associates Inc. as required in terms of the Act, and to provide a reference as to the records held and the procedures that need to be followed to request access to such records.

Take note that Van Greunen and Associates Inc renders services which are subject to attorney-client privilege and our right to rely on the protection of such privilege remains strictly reserved.

## 1. INTRODUCTION

Van Greunen & Associates Attorneys Incorporated; also better know as VGA Attorneys is a dynamic firm of attorneys situated in Centurion close to the major freeways and well situated between Pretoria and Johannesburg. VGA Attorneys are focussed to find, implement and manage efficient solutions for their clients at all times.

Today the firm draws on the expertise of a professional team of attorneys and supporting staff that provide clients with a comprehensive range of legal services. The firm has been serving in an environment that has seen substantial changes in the legal, economic and property market through which we have adjusted to become a firm with a competitive edge.

## 2. CONTACT PERSONS AND ADDRESS DETAILS

(as required by section 51(1)(a))

The following person has been duly authorised to ensure compliance with the Act:

|                   |  |
|-------------------|--|
| Contact Person:   | Mr Johan Van Greunen   |
| Physical Address: | 106 Panorama Road<br>Rooihuiskraal<br>Centurion<br>0157  |
| Postal Address:   | P.O.Box 68492<br>Highveld<br>Centurion<br>0149   |
| Telephone:        | +27(0)12 661 2065  |
| Facsimile:        | +27(0)12 661 5494  |
| E-Mail:           | <a href="mailto:jvg@vga.co.za">jvg@vga.co.za</a> or <a href="mailto:info@vga.co.za">info@vga.co.za</a> |
| Website:          | <a href="http://www.vga.co.za">www.vga.co.za</a>   |

### **3. GUIDE ON HOW TO APPLY THE ACT**

**(as required by section 51(1)(b), read with section 10)**

The Human Rights Commission has compiled a guide, in terms of Section 10 of the Act, containing information which may reasonably be required by a person who wishes to exercise any right contemplated in the Act. This guide was published in the first half of 2005 and access to it, and to any amended versions thereof can be found on the website of the South African Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za), or a hard copy can be obtained directly from the South African Human Rights Commission.

The Human Rights Commission's contact details are as follows:

Physical Address: The South African Human Rights Commission  
EAIA Unit  
The Research and Documentation Department  
29 Princess of Wales Terrace  
Cnr York and St Andrews Street  
Parktown  
Johannesburg

Postal address: Private Bag 2700  
Houghton  
2041

Telephone: +27(0)11 484 8300  
Facsimile: +27(0)11 484 0582  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Web site: [www.sahrc.org.za](http://www.sahrc.org.za)

### **4. CATEGORIES OF RECORDS AVAILABLE**

**(as required by section 51(1)(c))**

The following categories of records are automatically available without a person having to request access in terms of this Act:

#### **4.1. Statutory records**

- Memorandum of Incorporation
- Memorandum of Incorporation

- Certificate to commence business
- Register of directors
- Declarations of Directors' Interests
- Form CM5 – reservation of name
- Form CM7 – shortened form of name
- Form CM8 – defensive names
- Form CM9 – change of name
- Form CM11 – increase in authorised capital
- Form CM15 – allotment of shares
- Form CM14A – repurchase of shares
- Form CM18 – Registration of Court Orders
- Form CM19 – redemption of preference shares
- Form CM21 – where records are kept if not at registered office
- Form CM22 – registered office
- Form CM25 – waive period of notice of meeting
- Form CM26 – special resolutions
- Form CM27 – consent to act as a director
- Form CM29 – directors and officers
- Form CM31 – appointment/resignation of auditors
- Form CM32 – change of year end
- Form CM45 – conversion of one type of company to the other
- Form CM52 – exemption to lodge annual financial statements

## **5. RECORDS AVAILABLE IN ACCORDANCE WITH LEGISLATION**

**(as required by section 51(1)(d))**

Records are available, where applicable, in accordance with the following current South African legislation (only to the extent that the relevant Act makes disclosure of records compulsory):

- The Attorneys Act, Act 53 of 1979 (as amended);
- The Value Added Tax Act, Act. 89 of 1991 (as amended);
- The Income Tax Act, Act 58 of 1962 (as amended);
- The Financial Intelligence Centre Act, Act 38 of 2001 (as amended)
- The Companies Act, Act 71 of 2008;

- Basic Conditions of Employment Act, Act 75 of 1997 (as amended);
- Employment Equity Act, Act 55 of 1998 (as amended);
- The Labour Relations Act, Act 66 of 1985 (as amended);

**6. DETAIL TO FACILITATE A REQUEST FOR ACCESS TO RECORDS  
(as required by section 51(1)(d))**

Any request for access to records should be made directly, in writing, to the Contact Person whose name and address details appear in paragraph 1 hereof.

Van Greunen and Associates Inc. has in its possession the following categories of records on the subject matters referred to hereunder:

**6.1 Managerial Documentation**

- General correspondence
- Internal reports and communications
- Policy documents
- Strategy documents
- Financial reports
- BBBEE Certificates

**6.2 Accounting Records**

- Management reports
- VAT records
- PAYE records
- Consolidation records
- Internal reports and communications
- Technical records
- Departmental administration records
- Risk management records
- General administration records
- Audit reports and supporting working papers
- Fidelity Fund Certificates

**6.3 Company Secretarial Records**

- Property records
- Intellectual property rights records

- General correspondence
- Investment records
- Share registration records
- Statutory records
- Minute books
- Internal reports and communications

#### 6.4 Human Resource Documentation

- Employee records
- General HR policies and procedures
- Training records
- Employee benefit records
- Labour relations records
- Statutory records
- Employment equity records
- Contracts
- Payroll records

### **7. REQUEST FOR ACCESS TO INFORMATION**

Requests for access to the abovementioned information can be made directly to the person listed in paragraph 1 of this manual.

All requests must be made in writing and should contain the following:

- 1) Full particulars of the applicant;
- 2) Short description of the information required;
- 3) Motivation as to why access to the information is required.

The applicant shall be notified within 14 days of the result of the application and the documents will be made available within 5 days after the decision has been communicated to the applicant.