

HOUGH BREMNER INCORPORATED

(Registration Number: 2020/672478/21)

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

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

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(Registration number: 2020/672478/21)

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

SECTION 51 MANUAL OF HOUGH BREMNER INCORPORATED (REGISTRATION NUMBER: 2020/672478/21)

1. CONTACT PARTICULARS

Head of business:	Mr DC Eastes and Ms CM Lundy	Information officer:	Mr DC Eastes
Postal Address:	P.O. Box 642 Nelspruit 1200	Physical Address:	H&B Law Chambers 30 Van Rensburg Street Nelspruit 1200
Telephone Number:	013 752 4740	Fax Number:	013 752 3514
E-mail Address:	admin@houghbremner.co.za		
Website:	www.houghbremner.co.za		

2. INTRODUCTION

Hough Bremner Incorporated is an attorneys practice which operates in Nelspruit, Mpumalanga. Please see their website www.houghbremner.co.za for the services they offer.

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 **HOUGH BREMNER INCORPORATED**, www.houghbremner.co.za.

5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

- Administration of Estates Act 66 of 1965
- Arbitration Act 42 of 1965
- Attorneys Act 53 of 1979
- Banks Act 94 of 1990
- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Consumer Protection Act 68 of 2008
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Consumer Affairs (Unfair Business Practices) Act 71 of 1988
- Copyright Act 98 of 1978
- Debt Collectors Act 114 of 1998
- Deeds Registries Act 47 of 1937
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Employment Tax Incentive Act 26 of 2013
- Estate Duty Act 45 of 1955
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- National Credit Act 34 of 2005
- National Health Act 61 of 2003
- Occupational Health and Safety Act 85 of 1993
- Patents Act 57 of 1978
- Planning Profession Act 36 of 2002
- Prevention of Organised Crime Act 121 of 1998
- Prevention and Combatting of Corrupt Activities Act 12 of 2004
- Promotion of Access to Information Act 2 of 2000
- Promotion of Administrative Justice Act of 3 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act of 4 of 2000
- Property Valuation Act 17 of 2014
- Property Valuers Profession Act 47 of 2000
- Protection of Businesses Act 99 of 1978
- Protection of Personal Information Act 4 of 2013
- Securities Transfer Act 25 of 2007
- Securities Transfer Tax Administration Act 26 of 2007
- South African Revenue Services Act 34 of 1997
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Tax Administration Act 28 of 2011
- Trade Marks Act 194 of 1993
- Transfer Duty Act 40 of 1949
- Trust Property Control Act 57 of 1988
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- www.houghbremner.co.za
- Marketing and Promotional Material
- Posters
- Pamphlets \ Brochures

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

- Certificate of Incorporation
- Certificate to Commence Business
- Memorandum of Incorporation
- Minutes of Shareholders Meetings
- Minutes of Directors Meetings
- Register of Directors and Officers
- Register of Directors Shareholding
- Resolutions
- Shareholders Agreements
- Minute Books
- Resolutions Passed at Meetings
- Annual financial statements and working papers
- General ledger
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Insurance records
- Auditor's reports
- Claim records
- Details of coverage, limits and insurers
- Insurance policies
- IRP 5 and IT 3 certificates
- UIF, PAYE and SDL returns

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 HOUGH BREMNER INCORPORATED, 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 HOUGH BREMNER INCORPORATED, from the South African Human Rights Commission and at: www.houghbremner.co.za.