



Levin Tatani Incorporated

PROMOTION OF ACCESS TO INFORMATION MANUAL

compiled in terms of

The Promotion of Access to Information Act, 2 of 2000

(herein after referred to as “the Act”)

The manual has been made available for download on the website of Levin Tatani Inc

INDEX

1. **INTRODUCTION TO THE COMPANY**
2. **CONTACT DETAILS**
3. **SECTION 10 GUIDE**
4. **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION**
5. **SUBJECTS AND CATEGORIES OF INFORMATION HELD**
6. **INFORMATION TECHNOLOGY**
7. **REQUEST PROCEDURE**
8. **FEES**
9. **PRESCRIBED FEES AND FORMS IN RESPECT OF PRIVATE BODIES**
10. **CHANGE TO MANUAL**

1. Introduction to company:

- a. Levin van Zyl Inc t/a Levin Tatanis Inc, is a legal firm with registration number 2001/003355/21, duly registered and incorporated in terms of the Companies Act, 71 of 2008, trading as such with its registered place of business at The Northcliff Law Chambers, 160 Bagley Terrace, Northcliff, Johannesburg, Gauteng Province, specializing in the field of personal injury law.

- b. Mr JJ Slatter has been duly appointed by the directors of Levin Tatanis Inc, as the Information Officer for Levin Tatanis Inc and is the person to whom requests in terms of PAIA and POPIA must be made.

2. Contact details in terms of Section 51(1)(a):

Information Officer:	Jaco Slatter
Postal address:	PO Box 644 Pinegowrie 2123
Docex:	101 Randburg
Telephone:	011 886 0915
Fax:	011 886 6929
Email:	jaco@levintatanis.co.za
Website:	www.levintatanis.co.za

3. Section 10 guide to the Act in terms of Section 51(1)(b)

- a. The South African Human Rights Commission (SAHRC) published, as prescribed by Section 10 of PAIA. This guide has been made available on their website prior to 30 June 2021. Same can be viewed at <https://www.sahrc.org.za/home/21/files/SAHRC%20PAIA%20Section%2010%20Guide%202020%20FINAL%20WEB.pdf>
- b. As of 1 July 2021, the Information Regulator has assumed the functions of the SAHRC. The above guide will from 1 July 2021 be available on the website of the Information Regulator, and all queries should therefore be addressed to:

Details of Information Regulator

Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg

Email: complaints.IR@justice.gov.za

Tel: 010 023 5200

Website: www.justice.gov.za/inforeg

4. Records available in terms of other legislation

Records maintained by Levin Tatanis Inc in terms of other legislation includes, but are not limited to the following:

- a. Basic Conditions of Employment Act, 75 of 1997;
- b. Compensation for Occupational Injuries and Diseases Act, 130 of 1993;
- c. Electronic Communications and Transactions Act, 25 of 2002;
- d. Employment Equity Act, 55 of 1998;
- e. Financial Intelligence Centre Act, 38 of 2001;
- f. Income Tax Act, 58 of 1962;

- g. Labour Relations Act, 66 of 1995;
- h. Legal Practice Act, 28 of 2014;
- i. Occupational Health and Safety Act, 85 of 1993;
- j. Pensions Fund Act, 24 of 1956;
- k. Promotion of Access to Information Act, 2 of 2000;
- l. Protection of Personal Information Act, 4 of 2013;
- m. Companies Act, 71 of 2008;
- n. Unemployment Insurance Contributions Act, 30 of 1996; and
- o. Value Added Tax Act, 89 of 1991

5. Subjects and categories of information held

a. Incorporation documents

- i. Notice of Incorporation;
- ii. Memorandum of Incorporation;

b. Financial records

- i. Accounting records, books and documents of firm;
- ii. Details of auditor;
- iii. Auditor's reports;
- iv. Invoices in respect of debtors and creditors;
- v. Tax returns;
- vi. Other financial records.

c. Banking details

- i. Bank facilities and account details;

d. Human resources:

- i. List of employees;
- ii. Contracts of employees;
- iii. Personnel files in respect of each employee;
- iv. Disciplinary records and documentation pertaining to disciplinary proceeding;
- v. Tax information of employees;

e. Information pertaining to clients:

- i. Agreements with clients;
- ii. Documentation and information received from third parties;
- iii. Hospital records and clinical notes;
- iv. Correspondence with clients
- v. Correspondence with third parties;
- vi. Pleadings and notices;

f. Insurance records:

- i. Insurance policies held by the firm, inclusive of insurance in respect of property held, movable property, professional indemnity insurance, fidelity insurance in respect of trust monies and third party insurance;
- ii. Fidelity Fund Certificate

6. Information technology:

- a. Computer software, support and maintenance agreements;
- b. Other documentation pertaining to computer software;

The above information / documentation will only be made available to the requesting party should same be permitted by POPIA. Levin Tatanis Inc reserves its rights to rely on the grounds of refusal, as set out in POPIA.

7. Request procedure:

- a. The request must be made in the prescribed form, annexed hereto as **Annexure "A"** and must be made to the Information Officer, same to be sent via registered post, fax, hand or email;
- b. The request must provide sufficient detail to enable to Information Officer to process same. The requester should clearly state whether he/she requires access to the full record or only a portion thereof. The manner in which the requester requires to be notified should be clearly indicated on the prescribed form;

- c. The requester must identify the right he/she is seeking to exercise or protection and must provide sufficient information as to why the record or portion thereof is required to exercise or protect that right;
- d. If the request is made on behalf of a person, the requester must submit sufficient proof of the capacity in which the requester is making the request on behalf of the person.

8. Fees:

- a. The Information Officer must notify the requester of any fees he/she is required to pay before the processing of information;
- b. The requester may lodge an application to Court against the tender or payment of the request fee;
- c. Once the Information Officer has considered the request and the applicable fee, if any, has been paid, the Information Officer will notify the requester of any further fees payable in respect of the search, reproduction, preparation and time spent for processing the request.

9. Prescribed fees and forms in respect of private bodies

- a. Kindly visit the website of the Department of Justice and Constitutional Development at www.justice.gov.za

10. Change to manual

Levin Tatanis Inc reserves its rights herein to amend the manual, as may be required from time to time, but undertakes to make such amendments in accordance with PAIA and POPIA. The updated manual will be made available on the website.