

## Promotion of Access to Information – PAIA Manual

Manual of Chennells Albertyn Attorneys incorporated in terms of The Promotion of Access to Information Act 2 of 2000 (the Act).

### Introduction to Chennells Albertyn Attorneys

Chennells Albertyn is a partnership which conducts business as a law firm. Chennells Albertyn has offices in Rondebosch and Stellenbosch, Cape Town.

### Contact Details

Please direct any queries to:

[info@chennellsalbertyn.co.za](mailto:info@chennellsalbertyn.co.za)

[andrew@chennellsalbertyn.co.za](mailto:andrew@chennellsalbertyn.co.za)

18A Greenwich Grove, Station Road, Rondebosch

7700 P O Box 78 Newlands, 7725

Tel: 021 685 8354

Fax: 021 685 0710

### Access to records held by Chennells Albertyn Attorneys

<b>MANAGEMENT</b>
Documents pertaining to the Partnership Agreement and the Partners of Chennells Albertyn
Resolutions of the Partners of Chennells Albertyn
Minutes of meetings of the Partners of Chennells Albertyn
<b>FINANCIAL</b>
Financial Records, Tax Records and Payroll Records
Insurance Records
Auditors' reports
Banking records for business and trust accounts
<b>MARKETING</b>
Firm publications
Marketing brochures
Firm and attorney profiles
<b>HUMAN RESOURCES</b>
List of employees
Correspondence relating to personnel
Employment contracts
Personnel records including personal details, performance and internal evaluation records
Payroll records
Health and safety records

Internal policies and procedures
Code of conduct
Fidelity fund certificates
<b>ADMINISTRATION</b>
Supplier lists, and details of suppliers
Asset registers
Operational requirements
<b>LEGAL SERVICES</b>
Opinion/advice to clients
Correspondence with clients
Correspondence with third parties and legal practitioners
<b>LIBRARY</b>
Publications including books, journals, periodicals, circulars
Precedents of case law and legal documents
Other legal resources, including domestic and international sources
<b>MISCELLANEOUS</b>
Various types of correspondence

### **Form of request**

The requester must use the prescribed form to make the request for access to a record. This must be done to Chennells Albertyn Attorneys. This request must be made to the address, fax number or electronic mail address of Chennells Albertyn and/or its information officer.

The requester must provide sufficient detail on the request form to enable the information officer and/or its deputy to identify the record and the requester. The requester should indicate which form of access is required. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed. The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation as to why the requested record is required for the exercise or protection of that right. If a request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of Chennells Albertyn.

### **Fees**

Chennells Albertyn must notify the requester (other than a personal requester) by notice, requiring the requester to pay the relevant fee before further processing the request. A personal requester does not pay such fee.

The requester may lodge an application to the court against the tender or payment of the request fee. Chennells Albertyn will then make a decision on the request and notify the requester in the required form. If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that had exceeded the prescribed hours to search and prepare the record for disclosure.

### **Availability of the manual**

The manual is available for inspection at the offices of Chennells Albertyn, free of charge. The full manual can be accessed [here](#).

### **Prescribed forms and fees**

The prescribed forms and fees for requests to private bodies, are available on the website of the Department of Justice and Constitutional Development, [www.doj.gov.za](http://www.doj.gov.za).