

**MANUAL PREPARED IN ACORDANCE WITH  
SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION  
ACT 2 OF 2000 (“the Act”)  
FOR MONI ATTORNEYS INCORPORATED**

**Company Overview**

Moni Attorneys Incorporated is a boutique firm of Labour Law specialists who aim to add real value at a fraction of the price. Founded in 2003 Moni Attorneys is composed of accomplished associates who are driven to empower clients. Moni Attorneys act for large Corporate Companies, SMMEs and Employer's Organisations. Its expertise comprise of drafting contracts, running internal processes, conducting enquiries, appearances at dispute resolution forums, retrenchments, litigating at the CCMA, various Bargaining Councils, the Labour Court and the Labour Appeal Court. Moni Attorneys is BEE compliant, affiliated to SASLAW and leading Industrial Psychologists and Personnel Relations Specialists.

**Part I**

*(Information required under section 51(1)(a) of the Act)*

Name of Body	:	Moni Attorneys Incorporated
Postal Address	:	P O Box 41932 Hyde Park 2024
Physical Address	:	Regus Office Park 23 Wellington Road Parktown
Telephone	:	+27 11 486 9484
Facsimile	:	086 6156 348
Information Officer	:	Natasha Moni

E-mail Address : [natasha@moni.co.za](mailto:natasha@moni.co.za)  
Web Site : [www.moni.co.za](http://www.moni.co.za)

## **Part II**

*(Information required under section 51(1)(b) of the Act)*

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of Section 10 of the Act by no later than August 2003. Any queries should be directed to:

### **The South African Human Rights Commission PAIA Unit, The Research and Documentation Department**

Postal Address : Private Bag 2700  
Houghton  
2041

Physical Address : PAIA Unit: The Research and  
Documentation Department  
Boundary Road, Isle of Houghton,  
Wilds View, Entrance 1  
Houghton  
JOHANNESBURG

Telephone : +27 (11) 484 8300

Facsimile : +27 (11) 484 1360

Website : [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail Address : [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### **Part III**

*(Copy of notice, if any, required under section 51(1)(c) of the Act)*

The company does not produce any publications

### **Part IV**

Records are kept in accordance with such other legislation as is applicable to Moni Attorneys Incorporated, which includes but is not limited to the following legislation:

- Companies Act 61 of 1973;
- Income Tax Act 58 of 1962;
- Unemployment Insurance Act 63 of 2001;
- Value Added Tax Act 89 of 1991;
- Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- Occupational Health and Safety Act 85 of 1993;
- Labour Relations Act 66 of 1995;
- Basic Conditions of Employment Act 75 of 1997;
- Employment Equity Act 55 of 1998;
- Skills Development Levies Act 9 of 1999; and
- The Attorneys Act 53 of 1979.

### **Part V**

*(Information required under section 51(1)(e) of the Act)*

#### **A: Records That May Be Requested**

##### **i. Operational Information**

Such information as is required for the day-to-day running of Moni Attorneys Incorporated. For instance: Address lists; company policies; directives; contracts; employee records; licences; authorisations; approvals; applications; consents and general “house-keeping” information

## Communications

Correspondence between persons, within and without Moni Attorneys Incorporated.

### ii. Website

Moni Attorneys Incorporated Website address is [www.moni.co.za](http://www.moni.co.za) and is accessible to anyone who has access to the Internet. The Website contains information relating to the company.

### iii. Other Sources of Information

Moni Attorney Incorporated does not have other sources of information.

## **B: The Request Procedure**

All requesters should send their requests, on prescribed request forms (attached), to Information Officer. The process detailed below has been endorsed by the South African Human Rights Commission. (See <http://www.sahrc.org.za/guideline.doc> )

### **B.1 The Process**

- The requester must use the prescribed form to make the request for access to a record. This must be made to the Information Officer. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

- If a request is made on behalf of a another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

## **B.2 Fees:**

- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.
- The Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee
- After the Information Officer has made a decision on the request, the requester must be notified 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 has exceeded the prescribed hours to search and prepare the record for disclosure

## **B.3 Prescribed fees**

The fees (as per Government Notice No.R.187) are:

- The fee for a copy of the manual as contemplated in regulation 9(2)(c)1 for every photocopy of an A4-size page or part thereof is R1,10
- The fees for reproduction are as follows:
  - For every photocopy of an A4-size page or part thereof R1,10
  - For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form R0,75
  - For a copy in a computer-readable form on -
    - stifty disc R7,50
    - compact disc R70,00

- For a transcription of visual images:
  - for an A4-size page or part thereof R40,00
  - For a copy of visual images R60,00
- For a transcription of an audio record:
  - for an A4-size page or part thereof R20,00
  - For a copy of an audio record R30,00
  
- The request fee payable by a requester, other than a personal
- requester, referred to in regulation 11(2) is R50,00
  
- The access fees payable by a requester referred to in regulation 11(3) are as follows:
  - For every photocopy of an A4-size page or part thereof R1,10
  - For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form R0,75
  - For a copy in a computer-readable form on -
    - stiffy disc R7,50
    - compact disc R70,00
- For a transcription of visual images:
  - for an A4-size page or part thereof R40,00
  - For a copy of visual images R60,00
- For a transcription of an audio record:
  - for an A4-size page or part thereof R20,00
  - For a copy of an audio record R30,00
  
- To search for and prepare the record for disclosure, R30, 00 for each hour or part of an hour reasonably required for such search and preparation.
  
- For purposes of section 54(2) of the Act, the following applies:
  - Six hours as the hours to be exceeded before a deposit is payable; and
  - One third of the access fee is payable as a deposit by the requester.

*The Information Officer may, in respect of a copy of the manual or part thereof made available in a manner other than that contemplated in paragraph (a) [of Section 9 of Government Notice No. R. 187, charge the fee prescribed in Item 1 of Part III of Annexure A. (of Government Notice No. R. 187).*

- The actual postage is payable when a copy of a record must be posted to a requester.

#### **B4. APPEALS**

In terms of PAIA [Section 56(3)(c)] a requester may lodge an application with a court, within 30 days of being informed of any decision of the Information Officer of the Moni Attorneys Incorporated on any request, for relief against the refusal of the request, and the procedure (including the period) for lodging the application.

#### **Part VI**

*(Other information as may be prescribed under section 51(1)(f))*

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

#### **Part VII**

*(Availability of manual under section 51(3))*

This manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of MONI ATTORNEYS INCORPORATED. Copies may also be requested from the South African Human Rights Commission and the Government Gazette. The manual is also published on MONI ATTORNEYS INCORPORATED's website referred to above.

#### **Part VIII**

*(Prescribed forms and fee structure in respect of private bodies)*

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)), under the "regulations" section.