Joubert Scholtz Inc.

(Registration Number: 1992-005308-21)

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

Date of Compilation: 27-Nov-2015 **Date of Revision:** 27-Nov-2015

Contents Page

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

Section 51 Manual of Joubert Scholtz Inc.
(Registration number: 1992-005308-21)

1. Contact particulars (Section 51(1)(a))
2. Introduction
3. Guide in terms of section 10 of The Act (Section 51(1)(b))
4. Facilitation of a request for access to information (Section 51 (1)(e))
5. Information available in terms of other applicable legislation (Section 51(1)(c))
6. Information automatically available
7. Information available in terms of the act (Section 51 (1)(d))
8. General (Section 51(1)(f))
9. Requesting Procedures
10. Availability of the manual

Initial _____

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

SECTION 51 MANUAL OF JOUBERT SCHOLTZ INC.
(REGISTRATION NUMBER: 1992-005308-21)

1. CONTACT PARTICULARS

Head of business:	Joubert Scholtz Inc.	**Information officer:**	AJ Fourie
Postal Address:	P.O. Box 1300 Kempton Park Johannesburg 1620	**Physical Address:**	11 Heide Road Kempton Park Johannesburg 1619
Telephone Number:	0119703568	**Fax Number:**	0119703568
E-mail Address:	driesf@joubertscholtz.co.za		
Website:	www.joubertscholtz.co.za		

2. INTRODUCTION

Litigation Attorneys

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 **Joubert Scholtz Inc., www.joubertscholtz.co.za**.

Initial _____

5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Administration of Estates Act 66 of 1965
- Arbitration Act 42 of 1965
- Attorneys Act 53 of 1979
- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Collective Investment Schemes Control Act 45 of 2002
- Companies Act 71 of 2008
- Consumer Protection Act 68 of 2008
- Competition Act 89 of 1998
- Contingency fees Act 66 of 1997
- Copyright Act 98 of 1978
- Credit Agreements Amendment Act 79 of 1995
- Criminal Procedure Act 51 of 1977
- Currency and Exchanges Act 9 of 1933
- 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 Services Act 4 of 2014
- Employment Tax Incentive Act 26 of 2013
- Estate Agents Affairs Act of 112 of 1976
- Estate Duty Act 45 of 1955
- Finance Act 2 of 2012
- Financial Intelligence Centre Act 38 of 2001
- Financial Services Board Act 97 of 1990
- Income Tax Act 58 of 1962
- Insolvency Act 24 of 1936
- Intellectual Property Laws Amendments Act 28 of 2013
- Justices of the Peace and Commissioners of Oaths Act 16 of 1963
- Labour Relations Act 66 of 1995
- Prescribed Rate of Interest Act 55 of 1975
- Prescription Act 68 of 1969
- 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
- Rental Housing Act of 50 of 1999
- Regulation of Interception of Communications and Provision of Communication-related Information Act 70 of 2002

Initial _____

- Sectional Titles Schemes Management Act 8 of 2011
- Sectional Titles Act of 95 of 1986
- Share Blocks Control Act 59 of 1980
- South African Reserve Bank Act 90 of 1989
- South African Revenue Services Act 34 of 1997
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Stamp Duties Act 77 of 1968
- 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
- Usury Act 73 of 1968
- Value Added Tax Act 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- www.joubertscholtz.co.za

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

Statutory Business Records

- Directors Attendance Register
- Memorandum of Incorporation
- Register of Directors and Officers
- Register of Directors Shareholding
- Resolutions
- Shareholders Agreements
- Members Register

Accounting Records

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns

Initial _____

- Auditor's reports

Information Technology

- Client database
- Hardware
- Internet
- Licenses
- LAN Installations
- Software packages
- Telephone lines, leased lines and data lines

Insurance

- Claim records
- Details of coverage, limits and insurers
- Insurance policies

Intellectual Property

- Agreements relating to intellectual property
- Copyrights

Legal, Agreements and Contracts

- Agreements with customers

Personnel Records

- Attendance register
- Employee evaluation and performance records
- Employee information records
- Employee loans
- Employment applications
- Employment contracts
- Expense accounts
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Payroll
- Pension fund information
- Personnel File
- Policies and procedures
- Recruitment and appointments
- Salary slips and wage cards

Initial _____

- Study assistance schemes
- Time records
- Training and development
- UIF, PAYE and SDL returns
- Workmen's Compensation Documents

Sales and Marketing

- Brochures, newsletters and marketing material
- Customers
- Sales

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 Joubert Scholtz Inc., 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 Joubert Scholtz Inc., from the South African Human Rights Commission and at: www.joubertscholtz.co.za.

 Signature Head of Business: _____ Signed on: 2/12/2015

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

(a)	The particulars of the person who requests access to the record must be given below.
(b)	The address and/or fax number in the Republic to which the information is to be sent must be given.
(c)	Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number: E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. *Particulars of person on whose behalf request is made*

This section must be completed *ONLY if* a request *for information is* made on behalf of *another* person.

Full names and surname:

Identity number:

D. Particulars of record

(a)	Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
(b)	If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

E. Fees

(a) A request for access to a record, other *than* a record containing personal information about yourself, *will be processed only after a request fee has been paid.* (b) You will be *notified of* the amount required to be paid as the request fee. (c) The fee payable for access to a record depends *on* the form *in which* access is required and the reasonable time *required* to search for and prepare a record. (d) If you qualify for exemption *of* the payment *of* any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Mark the appropriate box with an X. NOTES: (a) Compliance with your request in the specified form may depend on the form in which the record is available. (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form. (c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:					
	copy of record*		inspection of record		
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
	view the images		copy of the images"		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record"		copy in computer readable form* (stiffy or compact disc)

'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO

G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of 20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

JOUBERT SCHOLTZ

Ingelyf Incorporated

ATTORNEYS-CONVEYANCERS-ADMINISTRATORS OF ESTATES - NOTARIES - APPRAISERS
PROKUREURS-TRANSPORTBESORGERS-BOEDELBEREDDERAARS-NOTARISSE-TAKSATEURS

BEE COMPLIANT: LEVEL ONE CONTRIBUTOR

KEMPTON PARK

ONS VERW / OUR REF:Dries Fourie

JOUBERT SCHOLTZ INC.
11 Heide Road
Kempton Park
Johannesburg
1619

27 November 2015

Dear Sirs
LETTER OF REPRESENTATION
This representation letter is provided in connection with your preparation and submission of the manual required by the Promotion of Access to Information Act, 2 of 2000 ("the Act") for JOUBERT SCHOLTZ INC.
We acknowledge our responsibility for the completeness and accuracy of the information provided in the manual.
We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.
Yours sincerely

....

HEAD OF BUSINESS INFORMATION OFFICER

KEMPTON PARK : 11 Heide Road Kempton Park, 1619. Tel: (011) 966 7600 ; 0861568237, Fax 011 970 3568
P.O. Box 1300, DX 12 Kempton Park, 1620 e-mail: info@joubertscholtz.co.za
PRETORIA : 43 Charles Street, Muckleneuk, Pretoria Tel: (012) 346-0288 / 346-3714, Fax: 0865098367 Pretoria
Lodgement No: Pretoria 323 Johannesburg 87
Managing Director: Mr. Jan Gerhardus Joubert Directors: Mr. Alpheus Denga, Miss Elsie Kwakye-Agyekum, Mrs. Elizabeth Catharina van Dalen, Mrs. Petricia Serfontein, Mr. Jacobus Petrus van Staden, Mr. Petrus Jacobus Joubert

Attorneys: Mr. Jandre Archer, Mr. Clinton Shaw

General Manager: Mr. Dries Fourie
Joubert Scholtz Inc. (Reg: No. 1992/005308/21)

Jan Erasmus
OUDITEURE · AUDITORS
GEOKTROOIEERDE REKENMEESTERS EN OUDITEURE
CHARTERED ACCOUNTANTS AND AUDITORS
PRAKTYK NR / PRACTICE NO 900393

POSBUS / PO BOX 95030
WATERKLOOF, 0145
T: (012) 361 7755
F: (012) 361 8855
E-POS / E-MAIL: JAN@JANERASMUS.CO.ZA

BO VLAK / UPPER LEVEL
ROSEMARY FORUM
356 ROSEMARYSTRAAT / STREET 356
LYNNWOOD, PRETORIA, 0081

Jan Erasmus Auditors

Upper Level

Rosemary Forum

356 Rosemary Street

Lynnwood

Pretoria

0181

27 November 2015

Dear Sirs

We are pleased to confirm acceptance of our engagement to prepare the manual required by the Promotion of Access to Information Act, 2 of 2000 ("the Act") for JOUBERT SCHOLTZ INC. This letter sets forth our understanding of the terms and objectives of our engagement, and the nature and scope of the services we will provide. The issue of this letter of engagement is recommended practice for any accounting professional. It does not seek to limit our professional responsibilities below the standards that are expected of our profession.

We have been engaged to:

- Prepare the information manual as required by section 51 of the Act based on information provided by yourselves.
- Submit the manual to the South African Human Rights Commission.
- Submit the manual to insert name(s) of Regulatory Body(s).

Your responsibilities would be to:

- Make a copy of the manual available for inspection at your offices during normal office hours.
- Place a copy of the manual on your website.
- If applicable, submit a copy of the manual to the controlling body of which your business is a member.
- Ensure that the information in the manual is kept up to date and to amend it if and when necessary.
- Address any request for information that are made in terms of the Act.

Representations by management

As part of our normal procedures, we will request you to provide written confirmation of oral representations that we have received from management during the course of our work.

Fees

Fees are calculated on a tariff basis for these services.

We will be entitled to raise fees upon delivery of the manuals. In the event that you are not in agreement with any fee raised you will notify us in writing of your objection within 21 working days of our dispatch of the fee note. Failure to do so will constitute acceptance of the fee. Publication of the manual or submission to a third party will constitute acceptance of the fees.

Our fees will be inclusive of VAT which will rank for deduction as input tax by registered vendors.

Subject to a foregoing, our fees are payable on presentation. We will be entitled to charge interest on all amounts outstanding, for whatsoever reason, for more than 30 days from the date of presentation of our fee note at the maximum rate allowed by law. Such interest will be calculated on a monthly basis. All payments will be allocated first as to interest, then as to outlays, then as to the longest outstanding fee.

In the event that invoices are not settled within 30 days of presentation, we reserve the right to charge compound interest monthly at 3% above the prime lending rate.

This engagement letter is signed for and on behalf of JOUBERT SCHOLTZ INC., including its directors and members personally. Such signature constitutes:

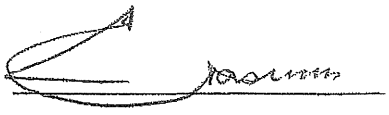
- authority for any company or close corporation to utilise our services on behalf of each other or on behalf of its directors or members on the terms and conditions set out above,
- consent to arbitration by an independent practising chartered accountant nominated by the Executive President of The South African Institute of Chartered Accountants, acting as an expert and whose decision will be final and binding, should we in our absolute discretion wish to refer to arbitration a dispute arising from this engagement letter, in terms of the Arbitration Act, No 42 of 1965.
- consent to the jurisdiction of the Magistrates' Court, should we in our absolute discretion resolve not to refer a dispute to arbitration, and
- a renunciation of the benefits of:
    - error calculi (error of calculation),
    - division and revision of accounts, and
    - debate of accounts,

and binds each signatory, jointly and severally, as surety and co-principal debtor with each company and/or close corporation to and in favour of ourselves in respect of all amounts due according to this engagement letter.

We may recover any costs we incur in recovering from you any fees and/or disbursements as aforesaid.

No variation of the terms and conditions of this engagement will be of any force or effect, unless reduced to writing and signed by all of the signatories hereto.

Yours faithfully



Jan Erasmus Auditors

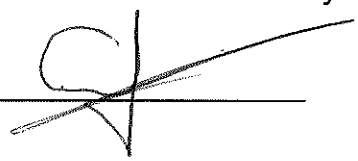
For and on behalf of

Signature: 

Name: A.J FOULER

Date: 2/12/2015

DOCUMENT REVIEWED: 26 January 2026

Signature: 

Name: A.J FOULER

Date: 26/01/2026