

Registration Number of Company:

2003/009076/21



RICHARD MEADEN AND ASSOCIATES INCORPORATED

MANUAL

In terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(The "ACT")

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1. Introduction

Richard Meaden and Associates Incorporated conducts business as a Legal firm. We are a member of the Law Society of the Northern Provinces. Over two decades, this law firm has grown, as has its client base and its members pride themselves on offering immediate, personalized and sophisticated professional services. The professional members of Richard Meaden & Associates are always available to offer advice and professional assistance.

This law firm endeavours to offer a broad range of professional services briefly alluded to below. The client base of this law firm is diverse, ranging from substantial corporate operations to that of specialized and professional outfits and medium size corporate entities, gated residential estates and associations, ecclesiastical operations, high and low net worth individuals. Services and advice sought by such a diverse client base are wide ranging and often challenging.

This law firm has established certain key areas of expertise and specialization re Superior / Lower Court litigation, arbitration, criminal process, building construction and related dispute process (incorporating that attributed to JBCC and NEC3 Building and Engineering Agreements), insolvency / liquidation and business rescue, matrimonial / family law, employment law and wide ranging agreement negotiation and drafting services.

A highly dedicated and enthusiastic team offers professional services within the scope of this law firm's resources and experience and attends on an exacting basis regarding the requirements and aspirations of the demanding and growing client base. No matter is too big and we punch well above our body weight!

Substantial emphasis is placed by the staff of Richard Meaden & Associates in ascertaining, understanding and endeavouring professionally and fully to deliver on mandates provided by clients and when the going gets tough, then in taking that extra step and rising to the occasion. Our clients' interests are our priority. This has resulted in Richard Meaden & Associates steadily expanding its client base and in the process, establishing a superb reputation in legal and business communication.

Our full service offering can be located on our website: www.richardmeaden.co.za

2. Company Details (Section 51 (1)(a))

Persons designated/duly authorised persons:

Managing Director: Mr. John Richard Meaden

Financial & General Accounts Manager: Ms. Loma du Preez

Contact Details:

Postal Address: P.O. Box 1362, Bedfordview, 2008

Physical Address: 1 Townsend Road, Unit 8 Townsend Office Park, Bedfordview, 2007

Telephone Number: 011 – 455 6868

Fax Number: 011 – 450 1585

Email: law@richardmeaden.co.za

Website: www.richardmeaden.co.za

3. 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 body lodges a request, the public body must be action 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 Requests for information are to be made with reference to the guide and which has been compiled by the South African Human Rights Commission and contains information relevant in exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission is:

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. Applicable Legislation (Section 51 (1)(c))

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 9 of 1999	Skills Development Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 130 of 1993	Compensation for Occupational Injuries and Disease Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 30 of 1996	Unemployment Insurance Act

5. Schedule of Records (Section 51 (1)(d))

Records	Subject	Availability
Companies Act Records	<ul style="list-style-type: none">• Document of Incorporation• Memorandum of Articles of Association• Minutes of Board of Directors Meetings• Records relating to the appointment of directors/auditor/secretary/public officer and other officers	Request from the offices of Richard Meaden and Associates Incorporated
Financial	<ul style="list-style-type: none">• Financial Statements• Financial and Tax Records (Company and Employees)• Asset Register• Management Accounts• Banking Records and Statements• Rental Agreements	Request in terms of PAIA (Access to these documents may be protected by professional privilege, confidentiality, privacy or other reasonable grounds of refusal)
Income Tax Records	<ul style="list-style-type: none">• PAYE Records• Documents issued to employees for income tax purposes• Records for payments made to SARS on behalf of employees• Performance Records• Statutory compliances related to VAT, UIF, SDL, Regional Services Levies and Workman's Compensation	Request in terms of PAIA (Access to these documents may be protected by professional privilege, confidentiality, privacy or other reasonable grounds of refusal)

6. Form of Request (Section 51 (1)(e))

To facilitate the processing of your request kindly:

6.1 Use the prescribed form, available on the website of the South African Human Rights Commission at www.sahrc.org.za

6.2 Address your request to the Financial Manager

6.3 Provide sufficient details to enable the Company to identify:

6.3.1 The record(s) requested;

6.3.2 The requester (and if an agent is lodging the request, proof of capacity);

6.3.3 The form of access required;

6.3.4 The postal address or fax number of the requester in the Republic of South Africa;

6.3.5 If the requester wishes to be informed of the decision in any other manner (in addition to written) the manner and particulars hereof;

6.3.6 The right which the requester is seeking to exercise or protect with an explanation of the reason the record(s) is required to exercise or protect the right.

7. Prescribed Fees

The following applies to requests (other than personal requests):

- 7.1 A requestor is required to pay the prescribed fees before a request will be processed;
- 7.2 If the preparation of the record(s) requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid;
- 7.5 The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za

8. Mandatory grounds for refusal include but are not limited to:

- 8.1 Information for the protection of the privacy of individuals
- 8.2 Information for the protection of commercial information and confidential information of third parties
- 8.3 Information privileged from production in legal proceedings
- 8.4 Commercial information of the company
- 8.5 Research information

9. Availability of the manual

This manual is available for inspection free of charge at the registered offices of Richard Meaden and Associates, on their website (www.richardmeaden.co.za) and from the South African Human Rights Commission in accordance with paragraph 9(1) of the Regulations of the Act.