

# **The Pension Lawyers Association**

*Manual in terms of section 51 of the Promotion of Access to Information*

*Act 2 of 2000*

# Promotion of Access to Information Act, Act 2 of 2000 (The Act)

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## **Section 51 Manual of The Pension Lawyers Association**

### **1. Contact particulars**

Head of business:	Brenda Krummeck	Information officer:	Erica Smythe
E-mail address:	<a href="mailto:brenda@verso.co.za">brenda@verso.co.za</a>	E-mail address:	<a href="mailto:admin@pensionlawyers.co.za">admin@pensionlawyers.co.za</a>
Postal address:	Apt. 12188 The Houghton on 12th 53 2nd Avenue, Houghton 2198	Physical address:	Same as Postal Address
Telephone Number:	086 111 1065	Fax number:	086 566 7817
Website:	<a href="http://www.pensionlawyers.co.za">www.pensionlawyers.co.za</a>		

### **2. Introduction**

Association formed for the continued development and training of pension lawyers.

### **3. Guide in terms of section 10 of The Act**

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide from the Commission in all official languages, from the Human Rights Commission, tel (011) 484-8300, fax (011) 484-7149

### **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 procedures and terms of the Act. Copies of the prescribed forms to be completed for submitting a request are available from the Commission

### **5. Information available in terms of other legislation**

Information is available in terms of certain provisions of the following legislation:

- 5.1 Basic Conditions of Employment Act 75 of 1997
- 5.2 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.3 Employment Equity Act 55 of 1998
- 5.4 Financial Advisory and Intermediary Service Act 37 of 2002
- 5.5 Financial Intelligence Centre Act 38 of 2001
- 5.6 Financial Services Board Act 97 of 1990
- 5.7 Income Tax Act 58 of 1962
- 5.8 Labour Relations Act 66 of 1995
- 5.9 Nonprofit Organisations Act 71 of 1997
- 5.10 Pension Funds Act 24 of 1956
- 5.11 Promotion of Access to Information Act 2 of 2000
- 5.12 South African Revenue Services Act 34 of 1997
- 5.13 Skills Development Levies Act 9 of 1999
- 5.14 Skills Development Act 97 of 1998
- 5.15 Tax on Retirement Funds Act 38 of 1996
- 5.16 Unemployment Contributions Act 4 of 2002
- 5.17 Unemployment Insurance Act 63 of 2001

### **6. Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying:

- 6.1 Newsletters
- 6.2 Marketing and promotional material
- 6.3 [www.pensionlawyers.co.za](http://www.pensionlawyers.co.za) Website

### **7. Information available in terms of The Act**

The subjects on which the business holds records and the categories on each subject are as listed below. Please note the public is not automatically allowed access to these records and that access to them may or must be refused in accordance with The Act.

#### **7.1 Accounting records**

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger

- 7.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 7.1.4 Bank statements, cheque books, cheques
- 7.1.5 Customer and supplier statements and invoices
- 7.1.6 Deposit slips
- 7.1.7 VAT returns
- 7.1.8 Budgets and business plans
- 7.1.9 Auditor's reports

## **7.2 Personnel Records**

- 7.2.1 Letters of appointment
- 7.2.2 Payroll
- 7.2.3 Salary slips and wage records
- 7.2.4 UIF, PAYE and SDL returns

## **8. Requesting procedures**

A person who wants access to the records must complete the necessary request form that is available at the offices of The Pension Lawyers Association, or can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za). The completed request form must be sent to The Pension Lawyers Association, and marked for the attention of the Information Officer.

## **9. Availability of the Manual**

Copies of this manual are available for inspection, free of charge, at the offices of The Pension Lawyers Association and at [www.pensionlawyers.co.za](http://www.pensionlawyers.co.za).