

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000**

FOR



**tomlinson
mnguni
james**

ATTORNEYS

(Registration Number: 1995/00697821)

1. **COMPANY OVERVIEW:**

Tomlinson Mnguni James Inc. is a professional firm of attorneys, notaries and conveyancers.

Information relating to the firm is available on the company's website at www.tmj.co.za

2. **CONTACT PARTICULARS:**

COMPANY NAME: Tomlinson Mnguni James Inc.

Head Office: Pietermaritzburg

Postal Address: PO Box 271
Pietermaritzburg
3200
Docex 7, Pietermaritzburg

Physical Address: 165 Pietermaritz Street
Pietermaritzburg
3201

Telephone Number: 033 341 9100

Telefax Number: 033 394 3005

E-Mail: tmj@tmj.co.za

Durban Branch: Umhlanga

Postal Address: PO Box 25303
Gateway
4321
Docex 10, Umhlanga

Physical Address: Suite 201, Ridge 6
20 Ncondo Place
Umhlanga Rocks
4320

Telephone Number: 031 566 2207

Telefax Number: 031 566 2503

E-Mail: durban@tmj.co.za

Cape Town Branch: Cape Town

Physical Address: 1st Floor
A1 Estuary Suites
The Estuaries
Oxbow Crescent
Century City
7441

Telephone Number: 021 823 9928

E-Mail: capetown@tmj.co.za

Johannesburg Branch: Sandton
Physical Address: 5th Floor, Sala House
12 Fredman Drive
Sandton
Telephone Number: 011 784 2634/5
Telefax Number: 011 784 2636
E-Mail: jhb@tmj.co.za

MANAGING DIRECTOR: Mr Michael Browning
E-mail: mikeb@tmj.co.za

INFORMATION OFFICER: Mrs A Maharaj
Telephone Number: 033 341 9100
Telefax Number: 033 394 3005
E-mail: asham@tmj.co.za

3. **GUIDE IN TERMS OF SECTION 10 OF THE ACT**

Any person wishing to exercise any right contemplated in the Promotion of Access to Information Act, 2000 may obtain a copy of the information guide issued by the South African Human Rights Commission from:

The South African Human Rights Commissioner
PAIA Unit

Head Office Address:
Braampark Forum 3
33 Hoofd Street
Braamfontein
Telephone: 011 877 3600
E-mail: info@sahrc.org.za
Web: www.sahrc.org.za

KwaZulu-Natal Office:
First Floor,
136 Victoria Embankment
Durban
Telephone: 031 304 7323/4/5
Telefax: 031 304 7323
E-mail: msibisi@sahrc.org.za

4. **INFORMATION AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 52 OF THE ACT:**

At the time of submission of this manual, no notice in terms of Section 52(2) of the Act had been published by the Minister.

However, the website of Tomlinson Mnguni James Inc. www.tmj.co.za, is available to anyone who has access to the internet. The website contains information in various categories relating to the company, its contact particulars, fields of expertise and its professional staff. In addition, the company's publications, *business bytes*, *lawtalk* and *e-update*, are available to all clients automatically and to members of the public on request and are also available on the website.

5. **INFORMATION / DOCUMENTATION AVAILABLE IN TERMS OF OTHER LEGISLATION** (*Please note that this is not an exhaustive list*):

- Companies Act No. 61 of 1973
- Attorneys Act No. 53 of 1979
- Income Tax Act No. 58 of 1962
- Value Added Tax Act No. 89 of 1991
- Regional Services Councils Act No. 109 of 1985
- Unemployment Insurance Act No. 63 of 2001
- Labour Relations Act No. 66 of 1995
- Basic Conditions of Employment Act No. 75 of 1997
- Employment Equity Act No. 55 of 1998
- Skills Development Act No. 97 of 1998
- Skills Development Act No. 9 of 1999
- Pension Funds Act No. 24 of 1956
- Medical Schemes Act No. 131 of 1998
- Occupational Health and Safety Act No. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993

6. RECORDS AVAILABLE (ONLY ON REQUEST IN TERMS OF THE ACT):

The information listed in paragraph 7 below is not readily available and may be requested in accordance with the procedures prescribed in terms of the Promotion of Access to Information Act.

Copies of the prescribed forms requesting information are available from Tomlinson Mnguni James Inc. or in Government Gazette No. 23119 Regulation No. 7278 of 15 February 2002 – Form C.

Tomlinson Mnguni James Inc. will consider all such requests received and decide whether or not access to the record will be granted based on *inter alia* the confidentiality and privilege surrounding the said record.

7. CATEGORIES OF RECORDS HELD BY TOMLINSON MNGUNI JAMES INC.:

Records relating to Tomlinson Mnguni James Inc.:

Records relating to commercial, financial and professional interests of Tomlinson Mnguni James, including but not limited to its client database, fee structures, commercial contracts with third parties and its business plans, systems, procedures and statutory records.

Personal records:

Records of personal information of present, past and prospective employees and Directors of Tomlinson Mnguni James Inc.

Client records:

Records of clients of Tomlinson Mnguni James Inc. containing personal information, commercial and financial information pertaining to contemplated, existing and past litigation, information on agreements, proposals and intellectual and other property of clients.

Other records:

Records held by the company pertaining to other parties, including without limitation, financial records, correspondence, contractual records, records provided by other parties and records that third parties have provided which relate to contractors and suppliers.

8. THE REQUEST PROCEDURE AND FEES:

Any request for information in terms of this Act shall be in writing and shall comply with the terms set out in Section 53 of the Act.

Where applicable, payment of request and access fees shall be made in terms of Section 54 of the Act.

9. AVAILABILITY OF THE MANUAL:

An unabridged version of this manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of Tomlinson Mnguni James and copies may also be requested from the South African Human Rights Commission and the KwaZulu-Natal Law Society.

The Act, forms and fee structures prescribed under the Act are available at the website of the Department of Justice and Constitutional Development, www.doj.gov.za under Legislation, Regulations.