

Circular No. 1

June 2011

PROMOTION OF ACCESS TO INFORMATION ACT

REQUIREMENT TO COMPILE A MANUAL

With effect from 31 December 2011, all private bodies will be obliged to prepare a manual which complies with the Promotion of Access to Information Act.

Private bodies include any individual or partnership which carries on a trade, business or profession and any juristic person (such as a trust, company or close corporation).

The Promotion of Access to Information Act came into operation in March 2001. All public companies were obliged to compile and publish a manual before 31 August 2003. Large private companies were obliged to compile and publish a manual before 31 December 2005. All other private bodies were granted an extension to compile and publish a manual by 31 December 2011.

The manual which is to be compiled and published must follow the format set out in the Promotion of Access to Information Act and its Regulations. Cox Yeats has prepared a Step by Step Guide to providing access to information and how to prepare and publish a manual. This guide has been published by LexisNexis and can be purchased from them.

Alternatively, Cox Yeats may assist you in the preparation and publication of a manual and on how to deal with requests for information which may be made in terms of the Promotion of Access to Information Act.

FURTHER ADVICE

Should you require further advice or assistance so as to ensure that your organization is compliant with the Promotion of Access to Information Act, please contact Michael Jackson (031 – 536 8512 mjackson@coxyeats.co.za); Keren Oliver (031 - 536 8518 koliver@coxyeats.co.za); Themba Zikhali (031 – 536 8529 tzikhali@coxyeats.co.za); or Carol McDonald (031 – 536 8529 cmcdonald@coxyeats.co.za).

