



KEEPING CLIENTS INFORMED

PROMOTION TO ACCESS FOR INFORMATION MANUAL



In 2002, the Promotion of Access to Information Act (PAIA) was duly promulgated in which all private bodies are required to prepare a manual, setting out certain information which is to be held on the premises of the respective body. This was done to enable individuals in the business sector a greater level of transparency and protection against fraud.

The above provisions apply to all private bodies which are defined as follows:

- a natural person who carries or has carried on any trade, business or profession, but only in such capacity;
- a partnership which carries or has carried on any trade, business or profession; (or)
- any former or existing juristic person, but excludes a public body.

In terms of The Promotion to Access of Information Act 2 of 2000, as amended, it is your legal obligation to complete the abovementioned manual which will provide information regarding your organisation relating to its structure, activities, ownership, directors and general information.

The extended due date and deadline for the preparation of the manual is:
31 December 2011.

We will be offering our services in the preparation and completion of PAIA manuals and should you require our services, kindly contact Valerie Gounden and Kaitanya Reddy on **031 332 8622** or alternatively, vgounden@dbn.moorestephens.co.za, krreddy@dbn.moorestephens.co.za

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