

**MANUAL PREPARED IN TERMS OF
SECTION 51 OF
THE PROMOTION OF ACCESS
TO INFORMATION ACT, NO 2 OF 2000 ("the Act")**

of

**JANINE NAINKIN INCORPORATED
REGISTRATION NO: 2022/815646/21**

1. INFORMATION MANUAL

This manual has been compiled in accordance with the requirements of section 51 of the Promotion of Access to Information Act. A copy of this manual is available on our website – www.janinenainkin.co.za or can be viewed by appointment at our registered head office. A copy of this manual is available upon request made to the Chief Information Officer and payment of an administrative fee of R550-00. Kindly find a copy of the request **Form 2** (in terms of regulation 7 of PAIA) hereto annexed for completion in terms of any request for access to information.

2. COMPANY INFORMATION

Company Name : Janine Nainkin Inc.

Main Business : Janine Nainkin Inc. is a personal liability firm duly registered with the Legal Practice Counsel providing legal services

Registration Number : 2022/815646/21

Registered Address : No. 5 Rockpool Lane, Atlantic Beach Golf Estate, Melkbosstrand, 7431.

Postal Address : No. 5 Rockpool Lane Atlantic Beach Golf Estate, Melkbosstrand, 7431.

Telephone number : 083 7986054

Chief Executive Officer : Janine Nainkin

Chief Information Officer: Janine Nainkin

Email address of

Information Officer : janine@janinenainkin.com

Website : www.janinenainkin.co.za

3. SECTION 10: GUIDE ON HOW TO USE THE ACT

In terms of section 10 of the Act, a guide on how to use the Act is available from the South African Human Rights Commission or the Information Regulator once established.

Enquiries can be directed to:

The South African Human Rights Commission: PAIA Unit

Private Bag 2700

Houghton 2041

Tel: +27-11-484-8300

Fax: +27-11-484-0582

Website: <http://www.sahrc.org.za>

Email: PAIA@sahrc.org.za

4. CATEGORIES OF RECORDS WHICH ARE AVAILABLE WITHOUT HAVING TO REQUEST ACCESS

No records are freely available without a request for access as contemplated in terms of Section 53(2) of the Act.

5. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records being held in accordance with the following legislation are available (note: this list is not exhaustive):

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Insolvency Act 25 of 1936
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Unemployment Insurance Act 30 of 1966
- Value-Added Tax Act 89 of 1991
- Protection of Personal Information Act 4 of 2013
- National Health Act 61 of 2003 and regulations thereto

6. MANNER OF ACCESS AND REQUEST

Requesters are to complete the prescribed form as attached hereto and send it to the Chief Information Officer listed above. Payment of the prescribed fee in the amount of R550.00 is required before the request is processed where applicable. Upon granting the request, an access fee as prescribed must be paid.

The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request whether the request is granted. Refusal of the request may be made upon grounds stipulated in the Act.

It is important to detail in a request for information the relevant section of the Act relied on and the capacity in which the requester is applying for such information and in respect of which person. Requests may be refused upon grounds as stipulated in other relevant legislation.

A requester may lodge a complaint with the Information Regulator (once established) against the payment of the

prescribed fee, the form of access granted as well as the refusal of the request within 30 days after such notice is given.

7. SUBJECTS AND CATEGORIES OF RECORDS HELD

Financial records

Statutory company information

Personnel information

Records relating to fixed and movable property

Legal proceedings

Commercial contracts

Insurance contracts

Claims documentation

Audited/Un-audited financial statements

Company web page

Personal information

Special Personal Information

8. AVAILABILITY OF MANUAL

This manual is available from the South African Human Rights Commission or the Information Regulator (once established). The manual is also available for inspection at the address stipulated in paragraph 1 above free of charge. Copies of the manual may be obtained from the Chief Information officer subject to payment of the prescribed fee.

9. LIST OF RELATED ENTITIES

None

10. PROTECTION OF PERSONAL INFORMATION ACT 2013

10.1 The purpose of processing personal information by the Company is to provide its clients with legal services. These services are covered by legal privilege and can only be waived in very rare circumstances. The Company holds and processes personal information in respect of its clients, employees, contractors and other service providers.

10.2 Data subjects are employees, contractors, distributors, customers and service providers. The Company holds personal information and special personal information on these data subjects.

10.3 The Company's Internet security measures include but are not limited to:

10.3.1 using a system of firewalls to protect computers against direct attacks;

10.3.2 all internet traffic is scanned for malware, viruses, unproductive, offensive and dangerous material;

10.3.3 all email is scanned and protected using various filters to exclude spam;

10.3.4 our internet security measures and policies complies with generally accepted global IT and information security guidelines;

10.3.5 information on servers is backed up at a secondary secure location.

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. *Proof of identity must be attached by the requester.*
2. *If requests made on behalf of another person, proof of such authorisation, must be attached to this form.*

TO: The Information Officer

(Address)

E-mail address:

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Fax number:

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Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person.

PERSONAL INFORMATION				
Full Names				
Identity Number				
Capacity in which request is made (when made on behalf of another person)				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B):		Facsimile: <table border="1"><tr><td></td></tr></table>	
Cellular:				
Full names of person on whose behalf request is made (if applicable):				
Identity Number				
Postal Address				

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
<p align="center">PARTICULARS OF RECORD REQUESTED</p> <p><i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i></p>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
<p align="center">TYPE OF RECORD</p> <p align="center"><i>(Mark the applicable box with an "X")</i></p>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer