



RexLex™ (Pty) Ltd - Mediations & Arbitrations

(Reg No: 2020/561969/07)

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THIS PAIA MANUAL PREPARED IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION (PAIA) ACT 2 OF 2000 ("THE ACT") FOR ASSISTANCE IN REQUESTING INFORMATION IN TERMS OF THE ACT

BACKGROUND

Every private body specified in the Act, is required to compile a manual which includes information on the business including a description of all/any records held in its possession and make a copy of this manual available to the public upon request for the purpose of creating a right to access information enshrined in section 32 of the Constitution of the Republic of South Africa (Act 108 of 1996), subject to the limitation clause and/or other legal restrictions such as national security, attorney client privilege, and to promote a culture of transparency, accountability and good governance both in the private and public sectors.

INTRODUCTION

REXLEX (Pty) Limited was founded in 2020 to provide mediations, arbitrations and ancillary services to the public.

MANUAL PURPOSE

This manual has been prepared to assist persons requesting information and provides procedures to be followed to possibly gain access to information and documentation as provided in the Act.

REXLEX DETAILS

Name: REXLEX (PTY) LIMITED
Designated Person (Head of the body): AA Slamet
Physical Address: Sheldon Place Office Park
First Floor, South Block
6 Lone Close
Lonehill, SANDTON, 2062

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DEFINITIONS

"The Act" or "PAIA" means the Promotion of Access to Information Act No. 2 of 2000, together with any regulations published thereunder;

"SAHRC" means the South African Human Rights Commission.

GUIDE IN TERMS OF SECTION 10 OF THE ACT

In terms of Section 10 of PAIA, this guide has been compiled that contains information required by a person wishing to exercise their rights, contemplated by PAIA.

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION - SECTION 51(1)(d)

REXLEX, where applicable, holds information in terms of the following legislation, but is not limited to:

- Administration of Estates Act No 66 of 1995
- Attorneys Act No. 53 of 1979
- Divorce Act 70 of 1979
- Matrimonial Property Act 88 of 1984

- Labour Relations Act No. 66 of 1978
- Promotion of Access to Information Act, 2 of 2000

SUBJECTS AND CATEGORIES OF RECORDS HELD (SECTION 51(1)(e))

GENERAL RECORDS

- Matrimonial records
- Financial and accounting records
- Bank statements
- Invoices

CLIENT RECORDS

- Records provided by clients, including FICA documents
- Client files
- Fee agreements, quotations and mandates

INCOME TAX RECORDS

- Applicable records

PERSONNEL DOCUMENTS AND EMPLOYMENT RECORDS

- Applicable records such as Employment contracts, Disciplinary records, Disciplinary code, Salaries and wages records, Leave records, Banking details.

The above information will only be made available subject to the provisions of the Act and access to records may be refused due to inter alia, confidentiality, privacy, attorney-client privilege.

REQUESTING PROCEDURE (SECTION 51(1)(e); SECTION 53(1)-(2))

REXLEX's manual is available for inspection at the registered address of the firm, or this manual can also be accessed on the website.

In terms of the Act, all requests must be completed on the prescribed form, "Form C", annexed hereto. This form, together with a request fee, must be submitted by the requester to the head of the body. All requests for access to information and documentation should be addressed to the head of REXLEX at his/her address or electronic mail address, as mentioned above.

The requester must:

- Provide sufficient details on the form to enable the head of REXLEX to identify the requester and the record/s requested,
- Indicate clearly which form of access is required,
- Specify an email address of the requester in the Republic,
- Identify the right that the requester is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right,
- State the manner in which, if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner. The necessary particulars for this must be provided,
- Submit proof of the capacity in which the request is made, in the case of a request being made on behalf of a third person. The proof of capacity must be to the reasonable satisfaction of the head of the body.

The head of REXLEX must notify the requester by written notice, requiring the requester to pay the prescribed fees (if applicable) before the request is processed. All of the prescribed fees are set out in the Regulations of the Act. See Annexure "A".

The head of REXLEX will then, in accordance with the provisions of the Act, make a decision whether to grant the request or not and notify the requester of the decision thereof.

Note that if you require access to records of your personal information, you do not have to pay a request fee.

REMEDIES AVAILABLE TO A REQUESTOR ON REFUSAL OF ACCESS

REXLEX does not have any internal appeal procedures that may be followed after a request for access to information has been refused. The decision of the Head of the Body is final. If the requester is not satisfied with the outcome of his/ her request, the requester is entitled to apply to a court of competent jurisdiction to take the matter further (*See section 78 of PAIA*).

ANNEXURES

- Prescribed Form C
- Annexure A- Prescribed fees in terms of PAIA

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Head/Designated Person: Ashley Slammat
(Email) info@rexlex.co.za
(Tel) 079 534 5077

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.*
(b) The address and/or fax number in the Republic to which the information is to be sent must be given.
(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person: _____

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of record

(a) 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. (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.

The requester must sign all the additional folios.

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. Fees

(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.

(b) You will be notified of the amount required to be paid as the request fee. (c) 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. (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption

Reason for exemption from payment of fees: _____

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:

Form in which record is required:

Mark the appropriate box with an x.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

copy of record*

inspection of record

2. If record consists of visual images

(This includes photographs, slides, video recordings, computer -generated images, sketches, etc.)

view the images

copy of the images*

transcription of the images

3. If record consists of recorded words or information which can be reproduced in sound:

listen to the soundtrack
audio cassette

transcription of soundtrack* (written or printed document)

4. If record is held on computer or in an electronic or machine-readable form:

printed copy of record*

printed copy of
information derived
from the record*

copy in computer readable
form* (stiffy or compact
disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
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G. Particulars of right to be exercised or protected

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Indicate which right is to be exercised or protected: _____

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

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20____

WITNESSESS:

1. _____

2. _____

**SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF THE REQUEST IS
MADE**

ANNEXURE A – Prescribed fees in terms of the Promotion of Access to Information Act

The following applies to requests (other than personal requests):

- A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- A requestor may lodge an application with a court against the payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid.
- Payments must be made to REXLEX (Pty) Limited.

Fees in respect of private bodies.

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:

a)	For every photocopy of an A4-size page or part thereof	R 1.10
b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R 0.75
c)	For a copy in a computer-readable form on -	
	(i) stiffy disc	R 7.50
	(ii) compact disc	R 70.00
d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R 40.00
	(ii) For a copy of visual images	R 60.00

e)	(i)	For a transcription of an audio record, for an A4-size page or part thereof	R 20.00
	(ii)	For a copy of an audio record	R 30.00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

1.	a)	For every photocopy of an A4-size page or part thereof	R 1.10
	b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R 0.75
	c)	For a copy in a computer-readable form on -	
		(i) stiffy disc	R 7.50
		(ii) compact disc	R 70.00
	d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R 40.00
		(ii) For a copy of visual images	R 60.00
	e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R 20.00
		(ii) For a copy of an audio record	R 30.00

	f)	To search for and prepare the record for disclosure,	R 30.00 for each hour or part of an hour reasonably required for such search and preparation
2.	a)	Six hours as the hours to be exceeded before a deposit is payable;	
	b)	one third of the access fee is payable as a deposit by the requester	
3.	a)	The actual postage fee is payable when a copy of a record must be posted to a requester.	

All of the above fees excludes VAT. Private bodies registered under the Value Added Tax Act, 1991, may add VAT to all the above mentioned fees.

FEES FOR ACCESS TO INFORMATION ACT 2 OF 2000 REQUESTS

REQUESTER DETAILS

Name: _____

Address: _____

Ref No: _____

PREPARED BY

Name: _____

Date: _____

Signature: _____

	Description	Amount	Payable
2. ACCESS FEES FOR REPRODUCTION as per Regulation 11(1)			

a)	For every photocopy of an A4-size page or part thereof	R 1.10	
b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R 0.75	
c) (i)	For a copy in a computer-readable form on stiffy disc	R 7.50	
c) (ii)	For a copy in a computer-readable form on compact disc	R 70.00	
d) (i)	For a transcription of visual images for an A4-size page or part thereof	R 40.00	
d) (ii)	For a copy of visual images	R 60.00	
e) (i)	For a transcription of an audio record for an A4-size page or part thereof	R 20.00	
e) (ii)	For a copy of an audio record	R 30.00	
3. REQUEST FEE as per Regulation 11(2)			
	For a request for access to a record by a person other than a personal requester	R 50.00	
ACCESS FEE FOR TIME SPENT as per Regulation 11(3)			
f)	The time reasonably spent required to search and prepare the record for disclosure	R30.00/hr or part thereof	
DEPOSIT as per Section 54(2) of the Act			
	Six hours as the hours to be exceeded before a deposit is payable		
	One third of the access fee is payable as a deposit by the requester		
POSTAL FEE			

	When a copy of a record must be posted to the requestor		
	(the actual cost thereof)		
VAT			
	Added VAT to all fees		
TOTAL			

