

# Maurice Phillips - Wisenberg

Manual prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000  
(Compiled with acknowledgment to the South African Human Rights Commission)

## 1. INTRODUCTION

Maurice Phillips - Wisenberg is a firm of attorneys, notaries and conveyancers providing legal services.

## 2. CONTACT DETAILS

Managing Director: Maurice Phillips  
Physical address: 20<sup>th</sup> Floor  
2 Long Street  
Cape Town  
Postal address: PO Box 522  
CAPE TOWN  
8000  
Telephone: 021 419-7115  
Fax: 021 419-7049  
Email: [info@mpw.co.za](mailto:info@mpw.co.za)  
Web site: <http://www.mpw.co.za>  
Contact person: Mrs F Chemel

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

The section 10 Guide on how to use the Act is available from the South African Human Rights Commission. Enquiries may 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](mailto:PAIA@sahrc.org.za)

## 4. CATEGORIES OF RECORDS HELD

Records held by the firms include:

- Audited annual financial statements
- Financial records
- Personnel records
- Legal proceedings
- Commercial contracts
- Insurance contracts

## **5. RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000.**

Documents are held in accordance with statutory provisions that include those in the following Acts:

- Attorneys Act 53 of 1979
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- Employment Equity Act 55 of 1998
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Skills Development Act 97 of 1998
- Unemployment Insurance Act 30 of 1966
- Value-Added Tax Act 89 of 1991

## **6. FORM OF REQUEST FOR ACCESS TO INFORMATION**

Notice published in terms of section 52(2): None.

The firms hold no information that is freely available without a request for access in terms of the Act. Records and information required for the exercise or protection of any rights will be made available subject to the provisions of the Promotion of Access to Information Act 2 of 2000. Access to records may be refused on grounds specified in the Act.

The requester must use the prescribed form to make the request for access to a record. Request forms can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>. The request must be made to the contact person at the physical, postal or email address, or fax number given in paragraph 2 of this Manual.

## **7. PRESCRIBED FEES**

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester must pay the required request fee of R50.00. The fee structure can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>.

## **8. AVAILABILITY OF THE MANUAL**

Copies of the manual may be obtained, subject to the prescribed fees, from the contact person. A copy is available for inspection free of charge at the physical address in paragraph 2. The manual can also be accessed on the web site of the SAHRC <http://www.sahrc.org.za>. The manual accessible on the web site of the SAHRC does not include the request forms or fee structure.