

## **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

### **1. Contact details**

Mr. L d'Onofrio has been duly appointed to act as the person to whom requests for access to information must be made in terms of the Act.

Postal Address: P.O. Box 413163, Craighall, 2024, South Africa  
Physical Address: Unit 1, 50 Sixth Road Hyde Park, Johannesburg, 2196  
Telephone: +27 (0) 11 325 4201  
Fax: +27 (0) 86 713 3180  
Email [info@oraclelegalservices.com](mailto:info@oraclelegalservices.com)

### **2. The Guide**

The Guide will be available from the South African Human Rights Commission

Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit – The Research and Documentation Department

Postal address: Private Bag 2700, Houghton, Johannesburg, 2041

Telephone: +27 (0) 11 484 8300

Fax: +27 (0) 11 484 7146

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### **3. Records available in terms of any other legislation**

None

### **4. Access to the records held by Christodoulou & Mavrikis Inc.**

- 4.1 Documentation and other information received from clients, including documentary information required in compliance with the Financial Intelligence Centre Act 38 of 2001.
- 4.2 Library information
- 4.3 Information circulars
- 4.4 Publications
- 4.5 Other information held by the library of Christodoulou & Mavrikis Inc.
- 4.6 Insurance records, Insurance policies taken out for the benefit of Christodoulou & Mavrikis Inc. and its employees, including:
  - 4.6.1 insurance in respect of the property occupied by Christodoulou & Mavrikis Inc.
  - 4.6.2 insurance in respect of the movable property of Christodoulou & Mavrikis Inc.
  - 4.6.3 Professional indemnity insurance in respect of Christodoulou & Mavrikis Inc.
  - 4.6.4 Fidelity insurance in respect of trust monies and client investment monies held. Christodoulou & Mavrikis Inc.
  - 4.6.5 Third party insurance in respect of passengers in vehicles driven by Christodoulou & Mavrikis Inc. staff.
- 4.7 Information technology:
  - 4.7.1 Computer software, support and maintenance agreements.
  - 4.7.2 Other documentation pertaining to computer systems and computer programmes held by Christodoulou & Mavrikis Inc.
- 4.8 Correspondence:

Correspondence of Christodoulou & Mavrikis Inc, including internal and external memoranda.
- 4.9 Information relating to legal proceedings
- 4.10 Records relating to legal proceedings involving Christodoulou & Mavrikis Inc.

### **5. The Request Procedures**

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the head of Christodoulou & Mavrikis Inc.

- The requester must provide sufficient detail on the request form to enable the head of Christodoulou & Mavrikis Inc to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of Christodoulou & Mavrikis Inc.

### **6. Fees**

The head of Christodoulou & Mavrikis Inc. must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

The requester may lodge an application to the court against the tender or payment of the request fee.

- After the head of Christodoulou & Mavrikis Inc. has made a decision on the request, the requester must be notified in the required form.

- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

### **7. Availability of the manual**

The manual is also available for inspection at the offices of Christodoulou & Mavrikis Inc. free of charge and on the website [www.oraclelegalservices.com](http://www.oraclelegalservices.com).

### **8. Prescribed fees and forms in respect of private bodies**

The prescribed forms and fees for requests to private bodies are available on the website of the Department of Justice and Constitutional Development, [www.doj.gov.za](http://www.doj.gov.za)