

PAIA Manual (Promotion of Access to Information Act) (paia-manual.pdf)

PAIA Manual

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, 2000

Responsible Party: Jac de Beer, Director – DB Legal Services

1. Introduction

This manual is published in terms of Section 51 of PAIA to guide requesters in accessing information held by DB Legal Services.

2. Contact Details

- **Information Officer: Jac de Beer**
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3. Description of Business

DB Legal Services provides legal advisory, compliance consulting and business structuring services to corporate and professional clients in South Africa.

4. Types of Records Available

We may hold records in the following categories:

- **Client records**
- **Employment and HR records**
- **Financial and tax records**
- **Legal opinions and contracts**
- **Policies, manuals and SOPs**

5. Request Procedure

Requests must be made using Form C (available from the SAHRC) and submitted with the prescribed fee. A response will be provided within 30 days as per PAIA timelines.