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EmpowerDEX Rated **AAA+**

## Access to Information

30 June 2008

### Woodhead, Bigby and Irving Incorporated

(Registration number : Reg. No. 1999/023454/21)

**Manual prepared in compliance with the requirements of the Promotion of Access to Information Act, Act 2 of 2000 of the Republic of South Africa ("the Act").**

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#### Contact Details

[Information required under Section 51(1) (a) of the Act]

**Name of Body:** Woodhead, Bigby and Irving Inc.  
**Head of Body:** Henry Scott Bruce Bigby  
**Address:** Mansion House  
12 Field Street  
Durban  
4001  
South Africa  
**Postal Address:** P O Box 2636  
Durban  
4000  
South Africa  
**Telephone number:** +27 31 360 9700  
**Fax number:** +27 31 305 2040  
**E-mail:** mail@woodhead.co.za

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#### Section 10 Guide

[Information required under Section 51(1)(b) of the Act]

The guide will be made available by SAHRC at the following address:

**Postal Address:** Private Bag 2700, Houghton, 2041  
**Telephone:** +27 11 484 8300  
**Fax:** +27 11 484 0582  
**Website:** www.sahrc.org.za  
**E-mail:** PAIA@sahrc.org.za

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#### Section 52(2) Notices

[Information required under Section 51(1)(c) of the Act]

No notices have been published.

### Records Held in terms of Other Legislation

[Information required under Section 51(1)(d) of the Act]

Records are kept in accordance with the following legislation. This is not an exhaustive list:

Administration of Estates Act, 66 of 1965; Attorney's Act, 53 of 1979; Basic Conditions of Employment Act, 75 of 1997; Companies Act, 61 of 1973; Compensation for Occupational Injuries and Diseases Act, 130 of 1993; Employment Equity Act, 55 of 1998; Income Tax Act, 58 of 1962; Labour Relations Act, 66 of 1995; Manpower Training Act, 56 of 1981; Regional Services Counsels Act, 109 of 1985; Skills Development Levies Act, 97 of 1998; Unemployment Insurance Act, 63 of 2001; Value-Added Tax Act, 89 of 1991.

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#### Description of Records Held

[Information required under Section 51(1) (e) of the Act]

##### Company secretarial and legal records:

contracts and agreements; property records; insurance records; Attorneys Fidelity Fund certificates; statutory records

##### Finance:

accounting records; taxation records; asset registers; annual financial statements; banking records (relating to business and trust accounts held)

##### Human resources:

employee records payroll records; employment equity records; UIF records; medical aid records.

##### Legal services:

client matter records.

#### Form of request and availability of manual

In addition to the above, the guide is also available for inspection at the physical address of Woodhead, Bigby and Irving Incorporated, a magistrates court or a post office. The prescribed form of request is available on the website of the South African Human Rights Commission <http://www.sahrc.org.za>

#### Fees in respect of private bodies

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. The fees for reproduction are as prescribed in the Regulations to the Act (Regulation 11(1)).