

PAIA MANUAL

Manual published in terms of section 51 of PAIA for a private body

Document details	Information
Responsible party / body	Beekarun, Gopichund & Associates Inc.
Registration number	[2026/196842/21]
Physical address	2 nd Floor, 28 Meridian Drive, Umhlanga, 4319
Postal address	P.O. Box 35741, Northway, 4065
Telephone	(031) 942 3655 / (031) 492 9339
Email	info@bgainc.co.za
Website	www.bgainc.co.za
Information Officer	Yasthil Beekarun
Last updated	18 May 2026

1. Purpose of this Manual

This manual is prepared for Beekarun, Gopichund & Associates Inc. as a private body in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (PAIA). It helps requesters understand the categories of records held by the firm and how to request access to records.

2. Contact Details of the Private Body

Item	Details
Name of private body	Beekarun, Gopichund & Associates Inc.
Registration number	[2025/196842/21]
Physical address	2 nd Floor, 28 Meridian Drive, Umhlanga, 4319
Postal address	P.O. Box 35741, Northway, 4065
Telephone	(031) 942 3655 / (031) 492 9339
Email	info@bgainc.co.za
Website	www.bgainc.co.za
Information Officer / Head of body	Yasthil Beekarun

3. PAIA Guide of the Information Regulator

The Information Regulator publishes a PAIA Guide explaining how to exercise access-to-information rights. The guide and prescribed request forms may be obtained from the Information Regulator.

Information Regulator contact	Details
Website	www.inforegulator.org.za
Complaints email	PAIAComplaints@inforegulator.org.za / complaints.IR@justice.gov.za
General email	inforeg@justice.gov.za
Telephone	012 406 4818

4. Records Held by the Firm

4.1 Client and Legal-Matter Records

- Engagement letters, warrants to act, fee agreements and mandates.
- FICA/client due-diligence records and risk assessments.
- Pleadings, notices, affidavits, discovery, court orders and counsel opinions.
- Conveyancing, notarial, estate, commercial and litigation files.
- Correspondence, attendance notes, consultation notes and communication logs.

4.2 Financial and Trust-Accounting Records

- Invoices, statements, receipts and payment records.
- Trust receipts, trust payment authorities, trust ledgers and reconciliations.
- Audit records, accounting records and banking records.

4.3 Corporate, Operational and HR Records

- Company registration and governance records.
- Policies, procedures, manuals and compliance records.
- Personnel files, employment contracts, leave records, disciplinary records and payroll records.
- IT access logs, website records and security records.

5. Records Automatically Available

- Website Terms of Use, Privacy Policy, Cookie Policy, PAIA Manual and POPIA Manual.
- Public marketing materials and practice-area descriptions.
- Documents that the firm decides to publish on its website from time to time.

6. How to Make a PAIA Request

1. Complete the prescribed Form 2: Request for Access to Record.
2. Attach proof of identity. If acting for someone else, attach proof of authority.
3. Describe the record requested with enough detail for us to identify it.
4. Submit the request to the Information Officer using the contact details above.
5. Pay the prescribed request fee where applicable. Access and reproduction fees may also be payable if access is granted.

The firm will respond within 30 days after receiving a valid request, unless PAIA permits an extension.

7. Grounds for Refusal

- Legal professional privilege.
- Personal information or confidential information of a third party.
- Commercial, financial or confidential information protected by law.
- Records protected under another statute or regulatory obligation.
- Information that would prejudice legal proceedings, investigations, security or professional duties.
- Requests that are manifestly frivolous, vexatious or involve an unreasonable diversion of resources.

8. Fees

The fee amounts below should be checked against the latest PAIA Regulations before publication or use, because prescribed fees can change.

Fee item	Amount / basis
Request fee	R140, unless the request is for the requester's own personal information or another exemption applies.
Photocopy / printed A4 page	R2 per page or part of a page.
Electronic copy on flash drive / CD	As prescribed in the PAIA Regulations and/or at cost, depending on medium supplied.
Search and preparation	As prescribed, where applicable.
Postage, courier or delivery	At cost.
Deposit	May be requested where permitted by PAIA before extensive search, preparation or reproduction work is undertaken.

9. Remedies and Complaints

If a request is refused or a requester is dissatisfied with the response, the requester may lodge a complaint with the Information Regulator or approach a court for appropriate relief under PAIA.

10. POPIA Information

The firm processes personal information as described in its Privacy Policy and POPIA Manual. Categories of data subjects include prospective clients, clients, website visitors, employees, contractors, suppliers and correspondents.

11. Review and Availability

This manual is reviewed annually and made publicly available through www.bgainc.co.za or on request from the Information Officer.