
PURE STEEL PRODUCTS

SECTION 51
MANUAL

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INTRODUCTION

The Promotion of Access to Information Act No. 2 of 2000 (“the Act”) came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights

BUSINESS DETAILS

Name:	Pure Steel Products (Pty) Ltd
Registration Number:	1992/006870/07
Postal Address :	PO Box 37047, Chempet, 7442
Street Address :	56 Killarney Ave, Killarney Gardens, 7441
Tel. No:	021-5561940
Fax. No:	021-5561909
E- Mail address:	info@puresteel.co.za

DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA.

The Guide is available for inspection, *inter alia*, at the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at [www. sahrc.org.za](http://www.sahrc.org.za).

THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 71 of 2008
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

SUBJECTS AND CATEGORIES OF RECORDS HELD: SECTION 51(1)(e)

1. COMPANIES ACT RECORDS

- Memorandum & Articles of Association
- Minutes of Directors' & Shareholders' Meetings

2. FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Asset Register
- Rental Agreements
- Invoices
- PAYE Records
- VAT Records
- SDL Records
- UIF Records
- Workmen's Compensation Records

3. PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Medical Aid Records
- Pension Fund Records
- Salary Records
- Disciplinary Records
- Leave Records
- Training Records

DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

- The requester must complete the required form available from the SAHRC website (<http://www.sahrc.org.za>) and submit this form together with the prescribed fee, to the e-mail/postal address stated above.

- The form must:

provide sufficient particulars to enable the entity to identify the record/s requested and to identify the requester, indicate which form of access is required, specify a postal address or fax number of the requester in the Republic, identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right, if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner, if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.