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M A N U A L

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

INDEX

Company Name	Gazette No.	Date	Page No.
SA Mineral Resources Corporation Limited "Samroc"	25734	21-11-2003	3

SA MINERAL RESOURCES CORPORATION LIMITED

("Samroc")

MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT**A. CONTENTS****Preamble****Introduction to Samroc**

1. Contact details [Section 51(1)(a)] □
2. The section 10 Guide on how to use the Act [Section 51(1)(b)]
3. Records available in terms of any other legislation [Section 51(1)(d)]
4. Procedure for access to the records held by Samroc [Sections 51(1)(c) and 51(1)(e)]
5. Other information as may be prescribed [Section 51(1)(f)]
6. Availability of the manual [Section 51(3)]

B. PARTICULARS IN TERMS OF SECTION 51 OF THE ACT**Preamble**

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

Introduction to Samroc

Samroc is a resources company primarily engaged in the manufacture of manganese chemicals. It operates the Greenhills manganese sulphate plant near Graskop, Mpumalanga.

1. Contact details [Section 51(1)(a)]

Full name	SA Mineral Resources Corporation Limited
Registration number	1993/000460/06
Registered address	Block 3 Southern Implants Office Park 1 Albert Road Irene, Pretoria 0062
Postal address	PO Box 7798 Centurion 0046
Telephone number	(012) 667 3814
Fax number	(012) 667 3815
CEO	NR Kaner
Designated information officer	NR Kaner
Email address of information officer	'kaner@mweb.co.za

2. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The Guide will be available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission:
Promotion of Access to Information Act Unit
The Research and Documentation Department

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

3. Records available in terms of any other legislation [Section 51(1)(d)]

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

Companies Act No. 61 of 1973
Competition Act No. 89 of 1998
Income Tax Act No. 135 of 1998
Insider Trading Act No. 135 of 1998
Transfer Duty Act No. 40 of 1949

Where applicable to our operations we also retain records and documents in terms of the following statutes:

Companies Act No. 61 of 1973
Income Tax Act No. 58 of 1962
Stamp Duties Act No. 77 of 1968
Transfer Duty Act No. 40 of 1949
Basic Conditions of Employment No. 75 of 1997
Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
Employment Equity Act No. 55 of 1998
Labour Relations Act No. 66 of 1995
Occupational Health & Safety Act No. 85 of 1993
Regional Services Councils Act No. 109 of 1985
Skills Development Levies Act No. 9 of 1999
Skills Development Act No. 97 of 1998
Stock Exchange Control Act No. 1 of 1985
Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001
Value Added Tax Act No. 89 of 1991
Mineral and Petroleum Resources Development Act No. 28 of 2002
Mines Health and Safety Act No. 29 of 1996
Atmospheric Pollution Prevention Act No. 45 of 1965
Minerals Act No. 50 of 1991.

4. Access to the records held by Samroc [Sections 51(1)(c) and 51(1)(e)]

We hold the following categories of information:

4.1 STATUTORY COMPANY INFORMATION

Certificate of Incorporation
Certificate of change of name
Memorandum and Articles of Association
Minute book, CM25 and CM 26
Resolutions passed at General Meetings
Proxy forms
Register of shareholders
Register of Directors' shareholdings
Register of Directors and Certain officers
Annual Financial Statements
Books of account regarding information required by the Companies' Act
Supporting schedules to books of account and ancillary books of account

4.2 ACCOUNTING RECORDS

Books of account including journals and ledgers

4.3 TAXATION

Copies of all Income Tax returns and other tax returns and documents

4.4 AGREEMENTS AND CONTRACTS

Acquisition and disposal documentation

5. Procedure for requesting access to the above information

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of Samroc. This request must be made to the address, fax number or electronic mail address given in paragraph 1 above [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of Samroc 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 [s 53(2)(a) and (b) and (c)].
- 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 [s 53(2)(d)].
- 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 Samroc [s 53(2)(f)].

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of Samroc 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 [s 54(1)].
- The fee that the requester must pay to Samroc is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the head of Samroc 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, and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

6. Fees payable

The fees payable may be found either on the SAMROC's website 'www.sahrc.org.za' or the Department of Justice and Constitutional Development 'www.doj.gov.za' (under "regulations") which will contain the forms and the fee structure.

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