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No. 28099

MANUAL

IN ACCORDANCE WITH

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



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

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SECTION 51 MANUAL FOR [ARGENT INDUSTRIAL LIMITED]

(Reg no: 1993/002054/06)

Introduction:

The Group is predominately a steel merchant with steel trading making up approximately thirty six percent of the Group's turnover. Thirty four percent of the Group consists of companies adding value to steel either via manufacturing or through steel service centres. The balance of the Group is made up of Diesel Engine Rebuilding and Ready Mix Concrete. The Group's activities are based in Gauteng, Northern Province, Western Cape, Kwa Zulu-Natal, Mpumalanga and Northern America.

1. Argent Industrial Limited contact details:

Registration No	:	1993/002054/06
Postal Address	:	P.O. Box 14461, Wadeville, 1422
Registered Address	:	1316 Clubhouse Street, Argent Park, Maraisburg, Roodepoort, 1725
Tel no	:	011-661-5900
Fax no	:	011-473-1212
Contact Person	:	Nesta Glover
Email	:	argent3@argent.co.za
Web	:	www.argent.co.za

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

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

(All documents listed below are obtainable from Argent Industrial Limited)

- ❖ Basic Conditions of Employment No. 75 of 1997
- ❖ Currency & Exchange Act No. 9 of 1933
- ❖ Employment Equity Act No. 55 of 1998
- ❖ Income Tax Act No. 95 of 1967
- ❖ Labour Relations Act No. 66 of 1995
- ❖ Medical Schemes Act No. 131 of 1998
- ❖ 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
- ❖ Stamp Duties Act No. 77 of 1968
- ❖ Stock Exchange Control Act No. 1 of 1985
- ❖ Trade Marks Act No. 194 of 1993
- ❖ Unemployment Contributions Act No. 4 of 2002
- ❖ Unemployment Insurance Act No. 63 of 2001
- ❖ Value Added Tax Act No. 89 of 1991

4. Access to the records held by : **Argent Industrial Limited**

i. Annual Financial Statements – (*Available on Website:*
www.argent.co.za)

ii. *Classification of records that may be requested:*

Administration:

- ❖ Minutes of Management Meetings
- ❖ Minutes of Staff Meetings
- ❖ Correspondence
- ❖ Statutory Records

Human Resources:

- ❖ Staff Recruitment policies
- ❖ Employment Contracts
- ❖ Remuneration records and policies
- ❖ Medical Aid records
- ❖ Provident Fund records
- ❖ Un-employment Fund records

Operations:

- ❖ Sales Records
- ❖ The body is a Holding Company and administration.

Finances

- ❖ Financial Statements
 - ❖ Annual Financial Statements
 - ❖ Vouchers
-

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