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Registration Number of Company:

**1988/027066/23**

**HEINMOR WIRE PRODUCTS CC**

**MANUAL**

**in terms of**

**Section 51 of**

**The Promotion of Access to Information Act**

**2/2000**

**(the "ACT")**

# **INDEX**

**1. Introduction to your company and the type of business:**

**HEINMOR WIRE PRODUCTS CC**

**2. Contact Details**

**3. The ACT and Section 10 Guide**

**4. Applicable Legislation**

**5. Schedule of Records**

**6. Form of Request**

**7. Any other Information**

## **1. INTRODUCTION**

Heinmor Wire Products cc is a close corporation company that conducts business as a manufacturer and supplier of fencing material, fencing wire, mesh panels, filter cages, braai's and braai grids.

## **2. COMPANY CONTACT DETAILS**

Members: Mr. T.I. Ferreira (Owner)

Ms. M.J. Ferreira

Mr. M. Ferreira

Information Officer: Mr. T.I. Ferreira

Postal Address: P.O. BOX 3252, DALVIEW, 1544

Street Address: 125 STATION ROAD, BRAKPAN, 1541

Telephone Number: 011 740 1442

Fax Number: 011 740 1448

Email: [info@heinmor.co.za](mailto:info@heinmor.co.za)

DATE OF COMPILATION: 21/06/2012

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### **3. THE ACT**

- 3.1** The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2** Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3** Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	+27-11-877 3600
Fax Number:	+27-11-403 0625
Website:	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>

### **4. APPLICABLE LEGISLATION**

- Income Tax Act No. 95 of 1967
- Value Added Tax Act No. 89 of 1991
- Basic Conditions of Employment No. 75 of 1997
- Closed Corporations Act no. 69 of 1984
- Unemployment Insurance Act No. 63 of 2001
- Compensation for Occupational Injuries and Disease Act 130 of 1993

### **5. Schedule of Records**

Heinmor Wire Products cc holds information relating to the following subjects:

- Employment records
- Financial records
- Insurance Documents
- Internal Policies and Procedures
- Relevant agreements, such as leases and credit agreements
- Records in respect of customers.

At the time of publication of this manual, the Minister had not published any description of records available without a person having to request access in terms of this Act as provided for in terms of Section 52(2)

## **6. FORM OF REQUEST**

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).
- 6.2** Address your request to the Head of the Company.
- 6.3** Provide sufficient details to enable the COMPANY to identify:
  - (a) The record(s) requested;
  - (b) The requester (and if an agent is lodging the request, proof of capacity);
  - (c) The form of access required;
  - (d) (i) The postal address or fax number of the requester in the Republic;  
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

## **7. PRESCRIBED FEES**

The following applies to requests (other than personal requests):

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).