



Copper Cables & Connectors (Pty) Ltd

VAT NO: 4670107152

Reg No: 1976/003054/07

Factory 4-6, Kent Road
Boksburg North
Gauteng
Republic of South Africa
Tel: 011 914-4127/8/9
Int: +27 11 914-4127

Email: info@coppercables.co.za

P.O.Box 6204
Dunswart 1508
Gauteng
Republic of South Africa
Fax: 011 914-2691
Int: +27 11 914-2691
Fax: 086 697-9258
Website: coppercables.co.za

Specialists in Design, Manufacture, Supply and Repair of Water Cooled Furnace Cables; Air Cooled Furnace Cables; Water Cooled Resistance Welding Cables; Flexible Connectors; Copper Braid; Earth Sock and Cotton Covered Strand.

Section 51 Manual

In compliance with the Promotion of Access to Information Act.

INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT

Postal Address of head of Copper Cables & Connectors (Pty) Ltd:

P.O. Box 6204, Dunswart, 1508

Physical Address of head of Copper Cables & Connectors (Pty) Ltd:

Factory 4-6, Kent Road, Boksburg North

Tel. No of head of Copper Cables & Connectors (Pty) Ltd:

011 914-4127

Fax. No of head of Copper Cables & Connectors (Pty) Ltd:

011 914-2691

E-Mail address of head of Copper Cables & Connectors (Pty) Ltd:

sabina@coppercables.co.za

Persons designated/duly authorised persons:

Sabina Brancato



Directors: B.W. Cherry (Managing), P.J. Beyleveldt, M. van Emmenes P.L. Campbell (Chairman)
P. Chetty, T.T. Hlengethwa, B.W. Kgamadi



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. It is available in all the official languages. The Guide is available for inspection, inter alia, at the office of 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.

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)

Basic Conditions Of Employment No. 75 Of 1997
Companies Act No. 61 of 1973
Compensation For Occupational Injuries And Health Diseases Act No. 130 Of 1993
Copyright Act No. 98 Of 1978
Employment Equity Act No. 55 Of 1998
Income Tax Act No. 95 Of 1967
Labour Relations Act No. 66 Of 1995
Unemployment Contributions Act No. 4 Of 2002
Unemployment Insurance Act No. 63 Of 2001
Value Added Tax Act No. 89 of 1991

SUBJECTS AND CATEGORIES OF RECORDS HELD BY Copper Cables & Connectors (Pty) Ltd: SECTION 51(1)(e)

COMPANIES ACT RECORDS

Documents of incorporation
Memorandum and Articles of Association
Minutes of Board of Directors meetings
Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers
Share Register and other statutory registers

FINANCIAL RECORDS

Annual Financial Statements
Tax Returns
Accounting Records
Bank Statements
Paid Cheques
Asset Register
Rental Agreements
Invoices



INCOME TAX RECORDS

PAYE Records
Documents issued to employees for income tax purposes
Records of payment made to SARS on behalf of employees
VAT
Skills Development Levies
UIF
Workmen's Compensation

PERSONNEL DOCUMENTS AND RECORDS

Employment contracts
Employment Equity Plan
Medical Aid records
Pension Fund records
Disciplinary code
Leave records
Training Manuals

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

The requester must complete Form C and submit this form together with a request fee, to the head of the private body.

The form must be submitted to the head of the private body at his/her address, fax number, or electronic mail address.

The form must:

provide sufficient particulars to enable the head of the private body 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,

and provide an explanation of why the requested record is required for the exercise of 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.

PRESCRIBED FEES (SECTION 54)

A requester is required to pay the prescribed fees (R50.00) before the request will be processed;

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);

A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

Records may be withheld until fees have been paid.

The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>

A handwritten signature in black ink, appearing to read "Garcia", with a large, stylized flourish underneath the name.