

SECTION 51 MANUAL FOR
[ARGENT INDUSTRIAL LIMITED]
(Reg no: 1993/002054/06)

Introduction:

The Group is predominantly a steel merchant with steel trading making up approximately forty three percent of the Group's turnover. Forty percent of the Group consists of companies adding value to steel either via manufacturing or through steel service centre's. The balance of the Group is made up of Diesel Engine Building and Ready Mix Concrete. The Group's activities are based in Gauteng, Northern Province, Western Cape, Eastern Cape, Kwa Zulu Natal, Free State, Mpumalanga and North America.

1. Argent Industrial Limited contact details:

Registration No : 1993/002054/06
Registered Address : First Floor, Ridge 63, 8 Sinembe Crescent, Sinembe Park,
La Lucia Ridge Office Estate, 4019
Postal Address : PO Box 5108, Sinembe, La Lucia Ridge Office Estate, 4019
Telephone No : 031 – 566 – 5641
Fax No : 031 – 566 – 2533
Contact Person : Lindsay Grobler
Email : argent7@argent.co.za
Web : www.argent.co.za

2. The section 10 Guide on how to use the Act 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 of 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](http://www.sahrc.org.za).

3. The latest notice in terms of Section 52(2) (if any):

Annual Financial Statements (Available on website: www.argent.co.za)

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

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

- ❖ Basic Conditions of Employment Act No. 75 of 1997
- ❖ 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
- ❖ 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

5. 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

Operations:

- ❖ Sales records
- ❖ The body is a Holding Company and Administration

Finances:

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

6. Detail on 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,
 - 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.

