



PROMOTION OF ACCESS TO INFORMATION MANUAL

In compliance with S51 of the Promotion of Access to Information Act, no.2 of 2000

Manual of Columbus Stainless (Pty) Ltd ("the body")

Version 1
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LEG-FORM-004 Rev.1

THE MANUAL OF COLUMBUS STAINLESS (PTY) LTD IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (“the Act”)

INTRODUCTION TO THE BODY

Columbus Stainless was formed in 1991 when the initial partners, Samancor and Highveld Steel, acquired the stainless steel facility of MS&A Stainless from the Barlow Group.

On 1 January 2002 Acerinox, SA (Spain) acquired a 64% shareholding in Columbus Stainless (Pty) Ltd. In the same month the assets and operations of Columbus Joint Venture were transferred into a newly registered Company, namely Findiv Investments (Pty) Ltd (Registration no. 1999/02477/07). The Company then changed its name to Columbus Stainless (Pty) Ltd.

The remaining shares were held equally by Highveld Steel and Vanadium Corporation, Samancor and the Industrial Development Corporation. In 2005 Highveld Steel & Vanadium and in 2010 Samancor disposed of their investments in Acerinox and Columbus Stainless. Acerinox increased its shareholding in Columbus Stainless by 12% from 64% to 76%. The remaining 24% of the shares are now held by the Industrial Development Corporation.

A. GENERAL INFORMATION

1. Head of Private Body

Chief Operating Officer	:	Mr JC Van Coller
Postal Address	:	P O Box 133 Middelburg 1050
Physical Address	:	Hendrina Road Middelburg Mpumalanga South Africa
Telephone Number	:	+27 13 247-2805
Facsimile	:	+27 13 247-2484
E-mail Address	:	vancoller.riaan@columbus.co.za

2. Request for documents

Requests must be made by completion of the appropriate form. The form can be obtained from, and upon completion be submitted to:

The Ethics Office
Columbus Stainless (Pty) Ltd
P O Box 133
Middelburg
1050

Fax No. +27 13 247-3324

E-mail address: bizana.kutala@columbus.co.za

B. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

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

The South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department

Postal address	:	Private Bag 2700 Houghton 2041
Telephone	:	+27 11 484-8300
Fax	:	+27 11 484-05/82
Website	:	www.sahrc.org.za
E-Mail	:	PAIA@sahrc.org.za

C. A COPY OF THE LATEST NOTICE OF THE BODY PUBLISHED UNDER SECTION 52(2) OF THE ACT

Not applicable

D. RECORDS HELD IN TERMS OF THE FOLLOWING LEGISLATION

- Income Tax Act 58 of 1962
- Unemployed Insurance Act, 30 of 1966
- Value-added Tax Act, 89 of 1991
- Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act, 75 of 1997
- Employment Equity Act 55 of 1998

- Skills Development Levies Act 9 of 1999
- Occupational Health and Safety Act 85 of 1993
- Medical Scheme Act 131 of 1998
- Atmospheric Pollution Prevention Act 45 of 1965
- Companies Act 71 of 2008
- Pension Funds Act 24 of 1956

E SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE BODY

1. Incorporation documents

- 1.1 The memorandum of association of the body;
- 1.2 The incorporation forms of the body.

2. Constitution of the body

- 2.1 The share register of the body;
- 2.2 Shareholder's agreements of the body;
- 2.3 Minutes of general meetings of the shareholders of the body;
- 2.4 Register of directors of the body;
- 2.5 Minute books and internal resolutions of the body;
- 2.6 Statutory registers of the body.

3. Financial records of the body

- 3.1 Accounting records, books and documents of the body;
- 3.2 Interim and annual financial reports of the body;
- 3.3 Details of auditors of the body;
- 3.4 Auditors' reports in respect of audits conducted on the body;
- 3.5 Details of actuaries of the pension scheme utilised by the body;
- 3.6 Tax returns of the body;
- 3.7 Other documents and agreements relating to taxation;
- 3.8 Loans.

4. Banking details of the body

- 4.1 Indebtedness to bankers;
- 4.2 Bank facilities and accounts details;
- 4.3 Bank statements;
- 4.4 The level of overdraft and other borrowings of the body;
- 4.5 Debt securities issued by the body;
- 4.6 Guarantees given by, or in respect of, the body;
- 4.7 Other financial commitments of the body;
- 4.8 Other banking records of the body.

5. Human resources / employment records

- 5.1 List of employees;
- 5.2 Letters or contracts of employment with employees, and / or documentation pertaining to arrangements with directors and employees;
- 5.3 Employee benefits;
- 5.4 Compensation or redundancy payments;
- 5.5 Information pertaining to bonus arrangements for each employee;
- 5.6 Personnel files;
- 5.7 Disciplinary records and documentation pertaining to disciplinary proceedings;
- 5.8 Manuals on training of employees;
- 5.9 Other information relating to employees of the body.

6. Pension and provident funds

Documentation held by the body relating to a pension or provident fund/s.

7. Intellectual Property

- 7.1 Trade-marks, patents, copyrights, designs etc.;
- 7.2 Other agreements relating to intellectual property rights.

8. Permits

- 8.1 Licences, material permits, consents, approvals, authorisations and certificates;
- 8.2 Applications for permits, licences etc.;
- 8.3 Registrations and declarations of permits.

9. Insurance records

Insurance policies taken out for the benefit of the body and its employees. Main categories:

- 9.1 Property Damage;
- 9.2 Liabilities;
- 9.3 Marine;
- 9.4 Group Personal Accident Cover.
- 9.5 Assets Policy

10. Immovable and movable property

- 10.1 Title deeds of land owned by the body;
- 10.2 Agreements for the lease immovable property by the body;
- 10.3 Agreements for the lease or sale of movable property by the body.

11. Computer systems and computer programs

- 11.1 Agreements relating to computer systems and computer programs;
- 11.2 Other documentation pertaining to computer systems and computer programs held by the body.

12. Miscellaneous agreements of the body

- 12.1 Loans from third parties;
- 12.2 Suretyship agreements;
- 12.3 Security agreements, guarantees and indemnities;
- 12.4 Agency, management and distribution agreements;
- 12.5 Marketing agreements;
- 12.6 Standard conditions of business and standard-form contracts;
- 12.7 Agreements with suppliers of the body;
- 12.8 Agreements with customers of the body;
- 12.9 Confidentiality and/or non-disclosure agreements.

13. Overseas interests and investments of the body

- 13.1 Agreements with foreign entities;
- 13.2 Documents pertaining to overseas interests and investments of the body.

14. Correspondence

Correspondence of the body, including internal and external memoranda.

15. Information relating to legal proceedings

Records relating to legal proceedings involving the body.

16. Environmental records

- 16.1 Environmental impact assessments and documents pertaining to studies conducted in this regard;
- 16.2 Agreements pertaining to environmental issues;
- 16.3 Policy of the body regarding environmental issues;
- 16.4 Relevant environmental legal register;
- 16.5 Correspondence with relevant government departments;
- 16.6 Applicable permits issued by DWAF, DEAT;
- 16.7 External audit results.

17. Occupational Health and Safety

- 17.1 SHE Policy incorporating occupational health and safety objectives;
- 17.2 Medical surveillance records of personnel;
- 17.3 Appropriate training records;
- 17.4 Legal appointments required in terms of the Occupational Health and Safety Act, 1993;
- 17.5 Records of exemptions from the Department of Labour;

- 17.6 Agreements with Contractors or Suppliers;
- 17.7 Legal compliance audit results;
- 17.8 Accident / Incident records;
- 17.9 Accident reports to Department of Labour and the Commissioner for the Compensation for Occupational Injuries and Diseases (COID Act of 1993);
- 17.10 Safety performance records;
- 17.11 Occupational Hygiene assessment records.

18. Research and scientific or technical information of the body

- 18.1 Documentation pertaining to research conducted by the body;
- 18.2 Research reports prepared by the body;
- 18.3 Scientific and/or technical information in the possession of the body.

19. General information

Any other information which does not fall into any of the abovementioned categories.

F. OTHER INFORMATION AS MAY BE PRESCRIBED

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

G. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the body free of charge and copies are available with the SAHRC, in the Government Gazette and on the body's website (www.columbusstainless.co.za).

H. FEES IN RESPECT OF PRIVATE BODIES

- 1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
- 2. The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1.10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75
(c) For a copy in a computer-readable form on -	
(i) USB memory stick	200.00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40.00
(ii) For a copy of visual images	60.00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20.00

(ii) For a copy of an audio record 30.00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50-00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(1)(a) For every photocopy of an A4-size page or part thereof	1.10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75
(c) For a copy in a computer-readable form on -	
(i) Memory stick	200.00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40.00
(ii) For a copy of visual images	60.00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20.00
(ii) For a copy of an audio record	30.00
(f) To search for and prepare the record for disclosure, R30-00 for each hour or part of an hour reasonably required for such search and preparation.	
(2) For purposes of section 54(2) of the Act, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable; and	
(ii) One third of the access fee is payable as a deposit by the requester.	
(3) The actual postage is payable when a copy of a record must be posted to a requester.	

Approved by: JC Van Coller

Chief Operating Officer

**REQUEST FOR ACCESS TO RECORD OF
COLUMBUS STAINLESS (PTY) LTD
IN TERMS OF
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000**

A. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

(a)	The particulars of the person who requests access to the record must be given below.
(b)	The address and/or fax number in the Republic to which the information is to be sent must be given.
(c)	Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and Surname:

Identity number:

Postal Address:

Fax Number:

Telephone Number:

E-Mail Address:

Capacity in which request is made, when made on behalf of another person:

.....

B. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity Number:

C. PARTICULARS OF RECORD

(a)	Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
(b)	If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requested must sign all the additional folios.

1. Description of record or relevant part of the record:.....
.....
2. Reference number, if available:.....
3. Any further particulars of record:

D. FEES

(a)	A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
(b)	You will be notified of the amount required to be paid as the request fee.
(c)	The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
(d)	If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment fees:
.....

E. FORM OF ACCESS TO RECORD

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.	
Disability:	Form in which record is required:
NOTES:	
(a)	Compliance with your request in the specified form may depend on the form in which the record is available.
(b)	Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
(c)	The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form: (Mark the appropriate box with an x)			
☐	copy of record*	☐	inspection of record
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
☐	view the images	☐	copy of the images* ☐ transcription of the images*

If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

- You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

Signed at _____ this _____ day of _____ 20 ____.

LEG-FORM-004 Rev.1