

*THE*  
*INFORMATION MANUAL IN TERMS OF SECTION 51 OF*  
*THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2*  
*OF 2000 (PAIA) [as AMENDED]*

*OF*

**MAELGWYN MINERAL SERVICES AFRICA (PTY) LTD**

*(Formerly known as Greenhills Mining and Industrial Services (Pty) Ltd)*

**(Co. Reg. No. 2003/007416/07)**

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## 1. CONTACT DETAILS

- |                             |  |
|-----------------------------|--|
| 1. Postal Address           | P O Box 2437; Honeydew; 2040   |
| 2. Physical Address         | 1331 Staal Street (Cnr Spokeshave); Stormill<br>Ext.2; Maraisburg; Roodepoort; Johannesburg;<br>1709 |
| 3. Telephone Number         | (011) 474 0705   |
| 4. Facsimile Number         | (011) 474 5580   |
| 5. Electronic Mail (e-mail) | mmsa@maelgwynafrica.com  |
| 6. Our Website              | www.maelgwynafrica.com   |
| 7. Head of Organisation     | R.E. Collins (Managing Director)   |

## 2. SECTION 10 GUIDE

**NOTE :** The Guide is 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 X2700  
Houghton  
2041

Telephone: +27 11 877-3803 or Queries 011 877 3825

Fax: +27 11 403 0625

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [section51.paia@sahrc.org.za](mailto:section51.paia@sahrc.org.za)

E-mail: [rlegodi@sahrc.org.za](mailto:rlegodi@sahrc.org.za)

### 3. RECORDS AVAILABLE I.T.O. OTHER LEGISLATION

**NOTE: There may not be specific records that mention us by name in the records of all or any of the institutions that administer the Acts mentioned below. Information is therefore available in terms of the following legislation, if and where applicable:**

Basic Conditions of Employment Act No. 75 of 1997

Broad Based Black Economic Empowerment Act No. 53 of 2003

Close Corporations Act No. 69 of 1984

Companies Act No. 71 of 2008

Competitions Act No.89 of 1998

Compensation of Occupational Injuries and Diseases Act No. 130 of 1993

Constitution of SA Act No.108 of 1996

Copyright Act No.98 of 1987

Customs and Excise Act No. 91 of 1964

Deeds Registries Act No.47 of 1937

Electronic Communications and Transactions Act No. 25 of 2002

Employment Equity Act No. 55 of 1998

Environment Conservation Act No.73 of 1989

Environmental Laws Rationalization Act No.51 of 1997

Firearms Control Act No.60 of 2000

Hazardous Substances Act No.15 of 1973

Income Tax Act No. 58 of 1962

Insolvency Act No. 24 of 1936

Labour Relations Act No. 66 of 1995

Long-Term Insurance Act No.52 of 1998

Mine Health and Safety Act No.29 of 1996

Occupational Health and Safety Act No. 85 of 1993

Patents Act No. 57 of 1978

Promotion of Access to Information Act No. 2 of 2000

Promotion of Equality and Prevention of Unfair Discrimination Act No.4 of 2000

Skills development Levies Act No. 9 of 1999

South African Reserve Bank Act No.90 of 1989

Trademarks Act No. 194.of 1993

Unemployment Insurance Act No. 30 of 1966

Value Added Tax Act No. 89 of 1991

## **4. ACCESS TO OUR RECORDS**

### **1. Latest Notice regarding Categories of Records**

1.1 Records which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]

1.2 Marketing brochures

### **2 Records that may be requested**

This information can be defined as operational information needed in the day to day running of the entity and is generally of little to no use to persons outside the entity. Records to which the right and manner of access will be provided in accordance with the Act (subject to restrictions and right of refusal to access provided for in the Act), are available in respect of the following aspects of the company's business and operations.

#### **2.1 Administration**

##### **2.1.1 Licences**

- 2.1.2 Company secretarial services
- 2.1.3 Correspondence; requisitions; general accounting records etc.

## 2.2 Human Resources

- 2.2.1 Employment Contracts
- 2.2.2 Remuneration Records and Policies
- 2.2.3 Disciplinary Procedures
- 2.2.4 Records of Disciplinary Hearings
- 2.2.5 Staff Salaries and Benefits

## 2.3 Operations

### 2.3.1 Business Conducted by the Organisation

- The main business is that of rental and sale of equipment for mineral processing.

## 2.4 Finances

- 2.4.1 Fixed Asset Register
- 2.4.2 Audited Financial Statements
- 2.4.3 Agreements
- 2.4.4 Income Tax Returns
- 2.4.5 Invoices and Statements

## 2.5 Intellectual Property

- 2.5.1 Patents and designs
  - applications for filings, lapsing, abandonment, withdrawal or defending of patents
  - documents relating to the assignment, cession or transfer of patents and designs
  - documents relating to validity attacks through a patent or design office or authority

## **5. THE PROCEDURE FOR REQUESTING OUR RECORDS**

- The requester must use the prescribed form to make the request for access to a record. This must be made to the Head of our organisation. The request must be made to our postal address, fax number or e-mail address contained above.

- The requester must provide sufficient detail on the request form to enable the Head to identify the record and the requester. The requester must also indicate which form of access is required and specify its postal address or fax number in the Republic.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation as to why the requested record is required for the exercise of that right.
- If the request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Head of our Organisation.

## **6. FEES PAYABLE FOR REQUESTING OUR RECORDS**

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The Head of the Organisation must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The requester must pay a fee of R50-00. The requester may lodge an application to court against the tender or payment of the request fee.
- After the Head of our Organisation has made a decision on the request, the requester will be notified in the required form.
- If the request is granted, a further access fee must be paid for the search, reproduction, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) under the “regulations” section.

## **7. OTHER INFORMATION**

The Ministry of Justice and Constitutional Development has not made any regulations in this regard. [Section 51(1)(f)]

## **8. ACCESS TO AND AVAILABILTY OF OUR MANUAL**

This manual can be viewed on our website, or is available for inspection free of charge at our above physical address. Copies of it can be obtained from the South African Human Rights Commission.