

Pressure Vessel Steels

External Profit

Company

(Registration Number: 2012/174473/10)

Manual in terms of section 51 of the Promotion of
Access to Information Act, 2 of 2000

Date of Compilation: 2015/12/17

Date of Revision: 2015/12/17

Contents Page

PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

Section 51 Manual of Pressure Vessel Steels External Profit
Company

(Registration number: 2012/174473/10)

1. Contact particulars
2. Introduction
3. Guide in terms of section 10 of The Act
4. Facilitation of a request for access to information
5. Information available in terms of other applicable legislation
6. Information automatically available
7. Information available in terms of the act
8. General
9. Requesting Procedures
10. Availability of the manual

PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF PRESSURE VESSEL STEELS EXTERNAL PROFIT COMPANY

(REGISTRATION NUMBER: 2012/174473/10)

1. CONTACT PARTICULARS

Head of business:	Carlos De Oleviera	Information officer:	Carlos De Oleviera
Postal Address:	P.O. Box 6	Physical Address:	11 Swallow Place
	Pinecraft		Pinetown
	3617		3610
Telephone Number:	00 27 317081365	Fax Number:	00 27 317081365
E-mail Address:	carlos@pressure-vessel-steels.co.za		
Website:	www.pressure-vessel-steels.co.za		

2. INTRODUCTION

Description of Principal Business: Distribution of pressure vessel steel, structural steel, clad material and stainless steel

3. GUIDE IN TERMS OF SECTION 10 OF 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 section 53 and 54 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:	www.sahrc.org.za

4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from **Pressure Vessel Steels External Profit Company**, www.pressure-vessel-steels.co.za.

5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Companies Act 71 of 2008
- Customs and Excise Act 91 of 1964
- Income Tax Act 58 of 1962
- Promotion of Access to Information Act 2 of 2000
- Tax Administration Act 28 of 2011
- Value Added Tax Act 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- www.pressure-vessel-steels.co.za
- Marketing and Promotional Material

7. INFORMATION AVAILABLE IN TERMS OF THE ACT

Statutory Business Records

- Certificate of Incorporation
- Memorandum of Incorporation
- Minute Books

Accounting Records

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Lease or instalment sale agreements
- Insurance records
- Investment records

Distribution and Transportation

- Permits and licenses
- Transportation, warehouse and storage contracts

Legal, Agreements and Contracts

- Agreements with contractors, suppliers and clients
- Agreements with customers
- Agreements with shareholders, officers or directors
- Contracts, including lease agreements and finance agreements

Sales and Marketing

- Brochures, newsletters and marketing material
- Customers
- Domestic and export orders
- Sales

8. GENERAL

For any further information contact the Information Officer referred to in contact particulars.

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of Pressure Vessel Steels External Profit Company, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.

10. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of Pressure Vessel Steels External Profit Company, from the South African Human Rights Commission and at: www.pressure-vessel-steels.co.za.