

WireCo WorldGroup Inc. (Incorporated in the USA)

(Registration number: 2013/121551/10)

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

Section 51 Manual of WireCo WorldGroup Inc. (Incorporated in the USA) (Registration number: 2013/121551/10)

1. Contact particulars

Head of business:	Ron Byrnes	Information officer:	Ron Byrnes
Postal address:	Postnet Suite #363 Private Bag X1 East Rand 1462	Physical address:	Unit D Prospur Business Park 10 Oscar Street Hughes, Boksburg 1459
E-mail address:	RonByrnes@wirecoworldgroup.com		
Website:	www.wirecoworldgroup.com		

2. Introduction

WireCo WorldGroup is the world's leader in manufacturing, engineering, and distributing wire rope, synthetic rope, specialised assemblies, wire products and electromechanical cable. With true global reach, WireCo WorldGroup can deliver the right products for your equipment and application no matter where your worksite might be.

3. Guide in terms of section 10 of The Act

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, contact number (011) 877-3600, fax number (011) 403-0625 or 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 WireCo WorldGroup Inc. (Incorporated in the USA).

5. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

- 5.1 Basic Conditions of Employment Act 75 of 1997
- 5.2 BBBEE Act 53 of 2003
- 5.3 Companies Act 71 of 2008
- 5.4 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.5 Competition Act 89 of 1998
- 5.6 Consumer Protection Act 68 of 2008
- 5.7 Copyright Act 98 of 1978
- 5.8 Currency and Exchanges Act 9 of 1933
- 5.9 Customs and Excise Act 91 of 1964
- 5.10 Electronic Communications and Transactions Act 25 of 2002
- 5.11 Employment Equity Act 55 of 1998
- 5.12 Financial Intelligence Centre Act 38 of 2001
- 5.13 Income Tax Act 58 of 1962
- 5.14 Labour Relations Act 66 of 1995
- 5.15 National Credit Act 34 of 2005
- 5.16 South African Reserve Bank Act 90 of 1989
- 5.17 South African Revenue Services Act 34 of 1997
- 5.18 Value Added Tax Act 89 of 1991

6. Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying:

6.1 www.wirecoworldgroup.com

7. Information available in terms of The Act

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

7.1 Accounting records

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger
- 7.1.3 Bank statements, cheque books, cheques
- 7.1.4 Customer and supplier statements and invoices
- 7.1.5 Cash books and petty cash books
- 7.1.6 Tax returns and assessments
- 7.1.7 VAT returns
- 7.1.8 Budgets and business plans
- 7.1.9 Compiler's reports
- 7.1.10 Record of revenue
- 7.1.11 Record of expenses

7.2 Auditors

- 7.2.1 Working papers
- 7.2.2 Correspondence

7.3 Distribution and Transportation

- 7.3.1 Permits and licenses
- 7.3.2 Transportation rights
- 7.3.3 Transportation, warehouse and storage contracts

7.4 Legal, Agreements and Contracts

- 7.4.1 Agreements with contractors, suppliers and clients
- 7.4.2 Agreements with customers
- 7.4.3 Distributor, dealer or agency agreements
- 7.4.4 Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements
- 7.4.5 Sale agreements
- 7.4.6 Electronic communications - Personal information and the purpose for which the data was collected

7.5 Sales and Marketing

- 7.5.1 Brochures, newsletters and marketing material
- 7.5.2 Customers
- 7.5.3 Products
- 7.5.4 Sales
- 7.5.5 Service and product information

7.6 Statutory Company Records

- 7.6.1 Annual Statutory Returns
- 7.6.2 Certificate of Change of Name
- 7.6.3 Certificate of Incorporation
- 7.6.4 Certificate to Commence Business

- 7.6.5 Directors' attendance register
- 7.6.6 Index of Members
- 7.6.7 Memorandum and Articles of Association
- 7.6.8 Memorandum of Incorporation and alterations / amendments
- 7.6.9 Notice and minutes of shareholders' meetings
- 7.6.10 Minutes of directors' meetings
- 7.6.11 Minutes of audit committee meetings
- 7.6.12 Other minute books
- 7.6.13 Register of directors and officers
- 7.6.14 Register of past directors
- 7.6.15 Registration Certificate

7.7 Tax

- 7.7.1 Income tax returns
- 7.7.2 Provisional tax returns
- 7.7.3 Tax assessments
- 7.7.4 Documents relating to where the objection and appeal is lodged
- 7.7.5 VAT documents
- 7.7.6 Records of importation goods and documents
- 7.7.7 Vendors information


8. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of WireCo WorldGroup Inc. (Incorporated in the USA), 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.

9. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of WireCo WorldGroup Inc. (Incorporated in the USA), from the South African Human Rights Commission and at www.wirecoworldgroup.com.

10. Signature

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.	
Name of Information Officer:	Ron Byrnes
Signature:	
Date:	31 October 2016