



Tel: +27 (0) 21 - 903 0215/6 • Fax: +27 (0) 21 - 903 0217 • Email: info@rustrite.co.za

24 Fabriek Street, Kuils River, 7580 • PO Box 131, Kuils River, 7579

*...Treats Rust Rite Everytime...*

## **RUSTRITE (PTY) LTD**

Registration Number: 2011 / 112633 / 07

### **MANUAL**

Published in terms of section 51 of

**The Promotion of Access to Information Act 2 of 2000**



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## 1. INTRODUCTION

Rust-Rite All-in-1 Metal Coating is a decorative treatment for metal that treats rust and transforms any rough rusted metal surface into a smooth, tough, high gloss finish without the need for a primer or undercoat. Since 1990 the product has been developed and tested in the field with great success. Due to this success Rust-Rite (Pty) Ltd has been created to manufacture and distribute this product in Africa, the Indian Ocean Islands and Australia.

The Promotion of Access to Information Manual provides an outline of the type of records and the personal information it holds, and explains how to submit requests for access to these records in terms of the Promotion to Access to Information Act 2 of 2000 ("PAIA Act").

## 2. COMPANY CONTACT DETAILS

Directors: Mr GA Meaker  
Mr RD Ashington

Information Officer : Mr Gregory Meaker  
Postal Address : P.O. Box 131, Kuils River, 7579  
Street Address : 24 Fabriek Street, Kuils River, 7580  
Telephone Number : +27 21 903 0215  
Fax Number : +27 21 903 0217  
Email : popi@rustrite.co.za  
Website : www.rustrite.co.za

## 3. AVAILABILITY OF THE PAIA MANUAL

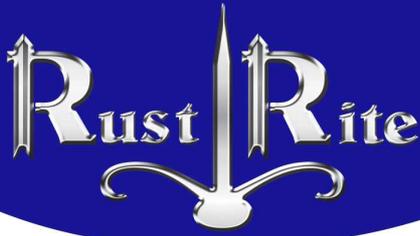
This manual is published on our website, [www.rustrite.co.za](http://www.rustrite.co.za) and can also be requested from the Information Officer of the company.

## 4. THE ACT

4.1 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.

4.2 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 paragraphs 6 and 7 of the Act. You can request a copy of the form to make your request and information on the applicable fees by contacting the Information Officer.

4.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South



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African Human Rights Commission ("SAHRC"), which will contain information for the purposes of exercising Constitutional Rights including the right to access information. The Guide is available from the SAHRC as well as available on the Company's website. A copy in English and Afrikaans will also be available at the Company's head office.

The contact details of the SAHRC 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](http://www.sahrc.org.za)



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## 5. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 69 of 1984	Close Corporations Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act



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## 6. SCHEDULE OF RECORDS

Departmental Records	Subject	Access	Availability
<b>Sales and Marketing</b>	Products and Brochures	May be disclosed	Freely available on www.rusrite.co.za
	Product Data Sheets	May be disclosed	Freely available on www.rustrite.co.za
	Product Manuals	May be disclosed	Freely available on www.rustrite.co.za
	Performance Records	May not be disclosed	Commercial Information of Private Body (s68)
	Product Sales Records	Limited Disclosure	Request in terms of PAIA
	Customer Information and Data Base	Limited Disclosure	Request in terms of PAIA
<b>Financial Division</b>	Audited Financial Statements	May not be disclosed	Commercial Information of Private Body (s68)
	Tax Records	May not be disclosed	Commercial Information of Private Body (s68)
	Asset Register	May not be disclosed	Commercial Information of Private Body (s68)
	Supplier Records	May not be disclosed	Unreasonable disclosure of personal information or of Natural Person [s63 91]] or Juristic Person (POPI)
	Management Accounts	May not be disclosed	Commercial Information of Private Body (s68)



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## **7. FORM OF REQUEST**

To facilitate the processing of your request, kindly:

- 7.1 Use the prescribed form available on our website [www.rustrite.co.za](http://www.rustrite.co.za) or on the SAHRC website.
- 7.2 Address your request to the Head of the Company (CEO) and the Information Officer.
- 7.3 Provide sufficient details to enable the COMPANY to identify:
  - (a) The record(s) requested;
  - (b) The requester (and if an agent is lodging the request, proof of capacity);
  - (c) The form of access required;
  - (d) (i) The postal address or fax number of the requester in the Republic;  
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

## **8. PRESCRIBED FEES**

The following applies to requests (other than personal requests):

- 8.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 8.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 8.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 8.4 Records may be withheld until the fees have been paid.



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8.5 The fee structure is available on the website of the SAHRC at [www.sahrc.org.za](http://www.sahrc.org.za) or can be requested from the Information Officer.

## 9. REMEDIES

The company does not have an internal appeal procedure regarding PAIA and POPI Act requests. As such, the decision made by the duly authorised persons in section 2, is final. If a request is denied, the requestor is entitled to apply to a court with appropriate jurisdiction, or the Information Regulator for relief.