

**BAMBALELA
BOLTS**

PAIA Policy

QMS Ref: BP0031
Page: 1 of 5
Issue Date: 13/11/2015
Rev Date: 06/08/2018
Created By: QMR

Approved:

A handwritten signature in black ink, appearing to read 'Steph'.

**BAMBALELA BOLTS (PTY) LTD
(Registration Number: 2006/035569/07)**

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

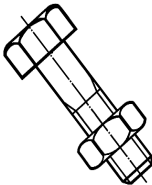

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

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(Registration number: 2006/035569/07)

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SECTION 51 MANUAL OF BAMBALELA BOLTS (PTY) LTD
(REGISTRATION NUMBER: 2006/035569/07)

1. Contact Particulars

Head of business:	DESRE` STEPHEN	Information officer:	DESRE` STEPHEN
Postal Address:	PO BOX 13532 WITFIELD GAUTENG 1467	Physical Address:	19 FRANK ROAD BARDENE BOKSBURG
Telephone Number:	+27 11 822 5415		
E-mail Address:	info@bambalela.co.za		
Website:	www.bambalela.co.za		

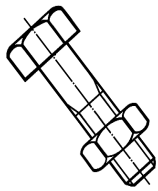
2. Introduction

The main business of the company is the resale of industrial fasteners.

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 paragraphs 6 and 7 of the Act.
- 3.2 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



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4. Facilitation of a request for Access to Information

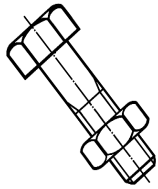
Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from BAMBALELA BOLTS (PTY) LTD, www.bambalela.co.za

5. Information Available in Terms of Other Legislation

- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- National Credit Act 34 of 2005
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information Act 2 of 2000
- Protection of Personal Information Act 4 of 2013
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Tax Administration Act 28 of 2011
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

6. Information Automatically Available

- www.bambalela.co.za
- Marketing and Promotional Material



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7. Information Automatically Available

- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Memorandum of Incorporation

8. General

Not applicable

9. Request Procedures

A person who wants access to the records must complete the necessary request forms that is available at the offices of BAMBALELA BOLTS (PTY) LTD, 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 BAMBALELA BOLTS (PTY) LTD, from the South African Human Rights Commission and at: www.bambalela.co.za.

Signature Head of Business

06 August 2018

Date of Signature: