

# REQUEST FOR ACCESS TO RECORDS HELD BY THE COMPANY

WIRE WORK (2007/00 4520 (07)

WIRE WORX (2007/004520/07)

("The Company")

as prescribed by the provisions of Sections 14 and 51 of the PROMOTION OF ACCESS TO INFORMATION ACT 2 of 2000 ("The Act")

	Name and Surname	DESIGNATION	SIGNATURE	DATE
ORIGINATOR:	Daniel Pretorius	Consultant		2 December 2020
REVIEWED BY:	Daniel Pretorius	Consultant		2 December 2020
APPROVED BY:	Wolter Miske	Deputy Information Officer		3 December 2020

This Manual was prepared in terms of Section 51 of the Promotion of Access to Information Act, No. 2 of 2000, (the "Act") for **WIRE WORX** ("the Company") and its material subsidiaries.

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#### REQUEST FOR ACCESS TO RECORDS HELD BY THE COMPANY

(Section 53(1) of the Promotion of Access to Information Act, 2 of 2000

## A. Particulars of the Company

## **Privacy & Information**

#### Officer

PHILIP MEYER



# **Physical Address**

16 BLESBOK STR KOEDOESPOORT INDUSTRIAL AREA PRETORIA 0186

## Postal Address

PO BOX 31082 TOTIUSDAL 0134

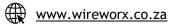
## **Other**



+27 12 333 0229



info@wireworx.co.za



# B. Particulars of person requesting access to the record

The particulars of the person who requests access to the record must be given below The address and/or fax number in the Republic to which the information is to be sent must be given Proof of the capacity in which the request is made, if applicable, must be attached.

	Full Name and Surname	
	Identity Number	
	Postal Address	
	Telephone/ Cell Nr	
	E Mail Address	
	Capacity in which request is ma	de, when made on behalf of another person:
	articulars of person on whose beh	alf request is made a request for information is made on behalf of
	Full Name and Surname	
	Identity Number	
	Company Registration Nr	
D. Pa	rticulars of record .	
	full particulars of the record to whif that is known to you, to enable t	ich access is requested, including the reference he record to be located.
	ovided space is inadequate, pleas e Requester must sign all the ad	e continue on a separate page and attach it to this ditional pages
	1. Description of record or rele	evant part of the record:

C.

	2.Reference number, if available:
	3. Any further particulars of record:
E. Fe	ees
Λ roque	est for access to a record, other than a record containing personal information about
	f, will be processed only after a request fee has been paid.
You Will	be notified of the amount required to be paid as the request fee.
	payable for access to a record depends on the form in which access is required and the able time required to search for and prepare such record.
If you a	ualify for exemption of the payment of any fee, please state the reason for exemption.
n you q	daily 16. exemption of the payment of any 166, please state the reason for exemption.
	Reasons for Exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view, or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is

Mark	theappropriateboxwithan <b>X</b> .		
NOT	ES:		
(a) availa	•	t in the specified form may depend o	on the form in which the red
(b) inform	Access in the form requested ned if access will be granted in an	may be refused in certain circumsta otherform.	ances. In such a case you
(c) acces		o the record, if any, will be determ	ined partly by the form in v
f the	record is in written or printe	d form:	
f the	record is in written or printe	d form:	
f the	copy of record*	inspection of record	
	·		
f reco	copy of record* ord consists of visual images		nerated images,
f reco	copy of record*  ord consists of visual images ncludes photographs, slides,	inspection of record	nerated images, transcription c
f reco	copy of record*  ord consists of visual images  ncludes photographs, slides, nes, etc.):	inspection of record video recordings, computer-ge	transcription o
f reco	copy of record*  ord consists of visual images  ncludes photographs, slides, nes, etc.):  view the images	inspection of record video recordings, computer-ge	transcription c t images*
f reco	copy of record*  ord consists of visual images  ncludes photographs, slides, nes, etc.):  view the images	video recordings, computer-ge	transcription t images* eproduced in sound:

	printed copy	of record*	printed copy of information derived from the record*	fo (m	rm*	puterread	
Postage is payable.  Particulars of right to be exercised or protected  provided space is inadequate, please continue on a separate page and attach it to this  The Requester must sign all the additional pages  1. Indicate which right is to be exercised or protected:				n the	YES	NO	
Particulars of right to be exercised or protected  e provided space is inadequate, please continue on a separate page and attach it to this  The Requester must sign all the additional pages  1. Indicate which right is to be exercised or protected:	copy or transcription	to be posted t	o you?				
provided space is inadequate, please continue on a separate page and attach it to this  The Requester must sign all the additional pages  1. Indicate which right is to be exercised or protected:	Postage is payable.						
e provided space is inadequate, please continue on a separate page and attach it to this  n. The Requester must sign all the additional pages  1. Indicate which right is to be exercised or protected:						•	
1. Indicate which right is to be exercised or protected:  2. Explain why the record requested is required for the exercise or protection of the	Particulars of right to b	oe exercised o	or protected				
1. Indicate which right is to be exercised or protected:	e provided space is inade	quate, please	continue on a separate page ar	nd atta	ch it to th	nis	
2. Explain why the record requested is required for the exercise or protection of the	. The Requester must sig	gn all the addit	ional pages				
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	1. Indicate which ri	. Indicate which right is to be exercised or protected:					
			ed is required for the exercise o	rprote	ection of	the	

# H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/ denied. If you wish to be informed in another manner, please specify the manner, and provide the necessary particulars to enable compliance with your request.

How would you to the record?	prefer to be in	formed of the	decision regarding y	our request for access
Signed at	this	day of	20	
SIGNATURE OF REQ	QUESTER / PER	SON		

ON WHOSE BEHALF THE REQUEST IS MADE