



REQUEST FOR ACCESS TO RECORDS HELD BY THE COMPANY

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.

This document and the information contained herein is the property of **WIRE WORX** ("the Company"), and must not be used, disclosed, altered and/or copied without express written permission of the Company. This document is maintained on electronic media. The current version of this document is located at the Company offices.

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



www.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 made, when made on behalf of another person:	

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of

Full Name and Surname	
Identity Number	
Company Registration Nr	

D. Particulars of record .

Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.

If the provided space is inadequate, please continue on a separate page and attach it to this form. **The Requester must sign all the additional pages**

<p>1. Description of record or relevant part of the record:</p> <hr/> <hr/> <hr/> <hr/> <hr/>
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2. Reference number, if available:

3. Any further particulars of record:

E. Fees

A request for access to a record, other than a record containing personal information about yourself, 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.

The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare such record.

If you qualify for exemption of the payment of any fee, 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

Disability:	Form in which record is required:
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Mark the appropriate box with an **X**.

NOTES:

(a) Compliance with your request in the specified form may depend on the form in which the record is available.

(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is

1. If the record is in written or printed form:

	copy of record*		inspection of record
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2. If record consists of visual images

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

	view the images		copy of the images*		transcription of the images*
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3. If record consists of recorded words or information which can be reproduced in sound:

	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)
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4. If record is held on computer or in an electronic or machine-readable form:

	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (memory stick or compact disc)	
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?					YES	NO
Postage is payable.						

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate page and attach it to this form. The Requester must sign all the additional pages

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 aforementioned right:

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 prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20

SIGNATURE OF REQUESTER / PERSON

ON WHOSE BEHALF THE REQUEST IS MADE