

PROMOTION OF ACCESS TO INFORMATION ACT, (No 2 of 2000)

**SECTION 51 MANUAL FOR FER-MIN-ORE (PTY) LTD**  
*(Revised August 2005)*

- A. CONTENTS
- B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL
  - 1. Contact details [*Section 51(1)(a)*]
  - 2. The section 10 Guide on how to use the Act [*Section 51(1)(b)*]
  - 3. Records available in terms of any other legislation [*Section 51(1)(d)*]
  - 4. Access to the records held by the private body in question [*Sections 51(1)(c) and 51(1)(e)*]
    - i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) [*Section 51(1)(c)*]
    - ii. Records that may be requested [*Section 51(1)(e)*]
    - iii. The request procedures
  - 5. Other information as may be prescribed [*Section 51(1)(f)*]
  - 6. Availability of the manual [*Section 51(3)*]

**Introduction to Fer-Min-Ore (Pty) Ltd and its subsidiaries**

Fer-Min-Ore (Pty) Ltd and its subsidiaries Fer-Min-Ore Phosphate (Pty) Ltd, Glenover Phosphate (Pty) Ltd, The Combustion Group (Pty) Ltd, and Fer-Min-Ore Trading (Pty) Ltd is a group of companies engaged in the minerals processing and beneficiation business, thermal process engineering, combustion engineering, and the production of superphosphate fertilizers.

**B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

**1. Contact details [Section 51(1)(a)]**

Fer-Min-Ore (Pty) Ltd	Tel: 011 804-3835
15 Polo Cescent	Fax: 011 804-2929
Woodmead	e-Mail: <a href="mailto:contact@fer-min-ore.co.za">contact@fer-min-ore.co.za</a>
Sandton	
PO Box 235	
Germiston	
1400	

**2. The section 10 Guide on how to use the Act [Section 51(1)(b)]**

The Guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:**

**PAIA Unit**

**The Research and Documentation Department**

Postal address: Private Bag 2700  
Houghton  
2041

Telephone: +27 11 484-8300  
Fax: +27 11 484-0582  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. Records available in terms of any other legislation [Section 51(1)(d)]**

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
4. Employment Equity Act No. 55 of 1998
5. Income Tax Act No. 95 of 1967
6. Labour Relations Act No. 66 of 1995
7. Occupational Health & Safety Act No. 85 of 1993
8. Unemployment Contributions Act No. 4 of 2002
9. Unemployment Insurance Act No. 63 of 2001
10. Value Added Tax Act No. 89 of 1991

4. **Access to the records held by the private body in question** [Sections 51(1)(c) and 51(1)(e)]

- i. **The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)** [Section 51(1)(c)]

General Information Brochures

- ii. **Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed** [Section 51(1)(e)]

Administration:

- Licences
- Minutes of meetings
- Correspondence

Human Resources:

- Staff recruitment policies
- Employment contracts
- Remuneration records and policies
- Staff circulars

Operations:

- Sales records
- Contracts
- Reports, studies, etc

Finances:

- Financial statements
- Annual financial statements
- Vouchers
- Stock records
- Assets inventory

- iii. **The request procedures.**

**Form of request:**

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned. The prescribed forms may be found at [www.sahrc.org.za](http://www.sahrc.org.za) [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

**Fees:**

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. Details of the prescribed fees may be found at [www.sahrc.org.za](http://www.sahrc.org.za). [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.

- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

5. **Other information as may be prescribed** [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. **Availability of the manual** [Section 51(3)]

This manual is available for inspection free of charge at the offices of the company; copies are also available from the South African Human Rights Commission, from the Government Printer, and on our website: ([www.fer-min-ore.co.za](http://www.fer-min-ore.co.za)) Requests for information must be submitted in accordance with the prescribed format and must be accompanied by the prescribed fee, as described in paragraph 4 (iii) above.