

18 Pallet Crescent
Devland
PO Box 38946
Booyens 2016
Tel: 011 933 1087/89
Fax: 011 933 1088



www.amalgamatedmetals.co.za

Reg No: 2010/012638/07

VAT No. 4110201284

**Amalgamated Metals
Recycling (Pty) Ltd**

THE PROMOTION OF ACCESS TO INFORMATION ACT (PAIA ACT) SECTION 51 MANUAL

Member of the



Working towards a greener future...

Directors:
C. Coombs,
H.K. Steenkamp,
C.H. Combrink,
D.C. Smit



**Amalgamated Metals
Recycling (Pty) Ltd**

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**Amalgamated Metals
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PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

The South African Human Rights Council is hereby acknowledged for providing the framework for this Manual.

INTRODUCTION

Amalgamated Metals Recycling (PTY) LTD" started trading on the 1st June 2002 subsequent to a management buy-out of Amalgamated Metals, a business which was established in the recycled metals trade for nineteen years.

1. CONTACT DETAILS FOR EACH BRANCH

Directors: Christiaan Coombs (CEO, Director and manager of Devland Branch)
 David Cornelius Smit (Director and manager of CSC Branch)
 Christiaan Henry Combrink (Director and manager of the Booyens Reserve Branch)
 Herman Steenkamp (Director and manager of the Roodepoort Branch)

DEVLAND BRANCH (Head Office)

Physical address: 18 Pallet Crescent, Devland, Soweto, 1811

Postal address: PO Box 38946, Booyens, 2016

Telephone number: 011 933 1087

Fax number: 011 933 1088

E-mail: chris@amalga.co.za

Website: www.amalgamatedmetals.co.za

CSC DE DEUR BRANCH

Physical address: 105 Main Road, De Deur 1884

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**Amalgamated Metals
Recycling** (Pty) Ltd

Postal address: P O Box 634, De Deur 1884

Telephone number: 016 590 1137

Fax number: 016 590 1968

E-mail: dave@amalga.co.za

Website: www.amalgamatedmetals.co.za

BOOYSENS RESERVE BRANCH

Physical address: 110 Fourth Street, Booyens Reserve

Postal address: PO Box 38946, Booyens, 2016

Telephone number: 011 835 1206

Fax number: 011 496 3546

E-mail: boetie@amalga.co.za

Website: www.amalgamatedmetals.co.za

ROODEPOORT BRANCH

Physical address: 2849 Albertina Sisulu cnr Nywerheid, Manufacta, Roodepoort

Postal address: Postnet Suite 182, Private Bag x8, Westgate, 1734

Telephone number: 011-760-2012

Fax number: 011-760-2124

E-mail: herman@amalga.co.za

Website: www.amalgamatedmetals.co.za

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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 January 2015. 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

E-mail: PAIA@sahrc.org.za

THE LATEST NOTICE IN TERMS OF SECTION 52(2)

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of the PAIA.

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Companies Act No.61 of 1973

Income Tax Act No. 95 of 1976

Insurance Act No. 27 of 1943



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Financial Advisory and Intermediary Services Act No. 37 of 2002

Value Added Tax Act No. 89 of 1991

Short term Insurance Act No. 53 of 1998

Promotion of Access of Information Act No. 2 of 2000

Unemployment Insurance Act No. 63 of 2001

Basic Conditions of Employment Act No. 75 of 1997

Electronic Communications and Transactions Act No. 25 of 2002

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION

- 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)

Not applicable

- 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.

Administration:

- Minutes of Board of Shareholder meetings
- Funding Agreements
- Etc.

Human Resources:

- Staff recruitment policies
- Employment contracts
- Remuneration records and policies
- Etc.



**Amalgamated Metals
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Finances:

- Annual financial statements
- Assets inventory
- Etc.

Form of request:

- These are available on the South African Human Rights Commission website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za) (under regulations)

Fees:

- These are available on the SOUTH AFRICAN HUMAN RIGHTS COUNCIL website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za) (under regulations)

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)]

The manual is available for inspection at the offices of this private body free of charge. Furthermore copies are available at the SOUTH AFRICAN HUMAN RIGHTS COUNCIL.

Signed at.....on.....2014.

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Christiaan Coombs
CEO



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