



TRANS HEX GROUP LIMITED

(Reg No: 1963/007579/06)

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT No 2 OF 2000 ("the Act")

1 DETAILS OF THE PRIVATE BODY (SECTION 51(1)(a))

Chief Executive Officer of Trans Hex Group Limited ("the Company"):

- 1.1 **Name:** Llewellyn Delport
- 1.2 **Postal Address:** P O Box 723
PAROW
7499
- 1.3 **Street Address:** 405 Voortrekker Road
PAROW
7500
- 1.4 **Business phone:** (021) 937 2000
- 1.5 **Business fax:** (021) 937 2100
- 1.6 **E-mail address:** unitaf@transhex.co.za

2 DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)

- 2.1 A Guide has been compiled in terms of Section 10 of the Act by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by the Act. It is available in all of the official languages.
- 2.2 The Guide is available for inspection, *inter alia*, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at [www. sahrc.org.za](http://www.sahrc.org.za).

3 THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):

- 3.1 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 Act. General information on the company can be accessed via the Internet on www.transhex.co.za.

4 RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

Certain records are available in terms of other legislation. The specific records which are available in terms of such legislation are set out therein and these records may in certain instances only be accessed by the persons specified in the relevant legislation.

- 4.1 The new Companies Act No. 71 of 200
- 4.2 Labour Relations Act No 66 of 1995 (as amended)
- 4.3 Occupational Health and Safety Act No 85 of 1993
- 4.4 Mine Health and Safety Act No 29 of 1996
- 4.5 Basic Conditions of Employment Act No 75 of 1997
- 4.6 Employment Equity Act No 55 of 1998
- 4.7 Unemployment Insurance Act No 30 of 1966
- 4.8 Hazardous Substances Act No 15 of 1973
- 4.9 Value Added Tax Act No 89 of 1991
- 4.10 The Skills Development Act 97 of 1998
- 4.11 Income Tax Act No 58 of 1962

5 SUBJECTS AND CATEGORIES OF RECORDS HELD BY PRIVATE BODY: SECTION 51(1)(e)

The subjects on which the Company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with Sections 62 to 69 of the Act.

5.1 OPERATIONAL DOCUMENTS

- 5.1.1 Production statistics
- 5.1.2 Deposit / Exploration results and/or analyses
- 5.1.3 Cost analyses
- 5.1.4 Emission Control records
- 5.1.5 Noise records

5.2 MACHINERY & EQUIPMENT RECORDS:

5.2.1 Asset registers

5.2.2 Leases

5.3 DISTRIBUTION RECORDS:

5.3.1 Consumable stock records

5.3.2 Orders

5.3.3 Invoices

5.3.4 Delivery notes

5.4 HUMAN RESOURCES:

5.4.1 Disciplinary records

5.4.2 Performance Management records

5.4.3 Payroll records

5.4.4 Leave, sick leave, maternity and special leave records

5.4.5 Industrial Relations records

5.4.6 Employment Equity reports and statistics

5.4.7 Training & Development records

5.4.8 Health & Safety records

5.4.9 Employee Assistance Programs

5.5 FINANCIAL RECORDS:

5.5.1 Interim and Annual Financial reports

5.5.2 VAT returns

5.5.3 Income tax returns and assessments

5.5.4 Tax records

5.5.5 Debtor's and Creditor's records

5.6 ENVIRONMENTAL RECORDS:

5.6.1 Environmental impact studies

5.6.2 Environmental Management programs

5.7 MINING, MINERAL AND PROSPECTING RIGHTS:

- 5.7.1 Mining Leases
- 5.7.2 Mining Licenses
- 5.7.3 Prospecting Permits

5.8 ADMINISTRATION AND MANAGEMENT

- 5.8.1 Shareholder records
- 5.8.2 Share Register and other statutory registers
- 5.8.3 Minutes of meeting of directors
- 5.8.4 Documents of incorporation
- 5.8.5 Memorandum and Articles of Association
- 5.8.6 Minutes of meeting of committees
- 5.8.7 Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers
- 5.8.8 Resolution of directors of the Company

5.9 MARKETING MATERIAL:

- 5.9.1 Newsletters
- 5.9.2 Annual reports

6 DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

- 6.1 The requester must complete Form C and submit this form together with a request fee, to The Company Secretary, Trans Hex Group Limited, P O Box 723, Parow, 7499 or ansonetm@transhex.co.za.
- 6.2 The form must:
 - 6.2.1 provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester,
 - 6.2.2 indicate which form of access is required,
 - 6.2.3 specify a postal address or fax number of the requester in the Republic,
 - 6.2.4 identify the right that the requester is seeking to exercise or protect,
 - 6.2.5 and provide an explanation of why the requested record is required for the exercise or protection of that right, if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,

- 6.2.6 if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.
- 6.3 The fees payable by the requested will be the fees as prescribed by the relevant legislation. The fee breakdown is published on the Commission's website at www.sahrc.org.za.