



Wire Products Stainless Steel Productions (Pty) Limited

Registration Number: 2018/639953/07

MANUAL

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Promotion of Access to Information Act 2 of 2000



TABLE OF CONTENTS

1	INTRODUCTION.....	3
2	COMPANY CONTACT DETAILS	3
3	THE ACT.....	4
4	PROCESSING OF PERSONAL INFORMATION.....	4
5	APPLICABLE LEGISLATION	5
6	SCHEDULE OF RECORDS	6
7	PRESCRIBED REQUEST FORMS AND FEES.....	7
8	REMEDIES	8



1 INTRODUCTION

Wire Products Stainless Steel Productions (Pty) Ltd is a local producer of stainless steel, welding wire, general wire and cold drawn round bar.

Focused on top quality product of European source, for various automotive applications including, engineering – cold forming welding markets.

1.1 AVAILABILITY OF THIS PAIA MANUAL

This manual is published on the Company website at www.wpss.co.za

2 COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

Directors:	Tanya Joan Papadopoulos
Office Manager/CEO:	Tanya Joan Papadopoulos
Postal Address:	PO Box 14882, Wadeville, Germiston
Street Address:	Cnr Snapper and Haring Road, Wadeville, Germiston
Telephone Number:	0118247600
Fax Number:	
Email:	tanyap@wpss.co.za



3 THE ACT

The *Act* grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

Requests in terms of the *Act* shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the *Act*.

Requesters are referred to the Guide in terms of Section 10 of the *Act* which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: +27-11-877 3600
Fax Number: +27-11-403 0625
Website: www.sahrc.org.za

4 PROCESSING OF PERSONAL INFORMATION

WPSSP takes the privacy and protection of personal information very seriously and will only process personal information in accordance with the current legislation regulating privacy.

Accordingly, the relevant personal information privacy principles relating to the processing thereof (including, but not limited to, the collection, handling, transfer, sharing, correction, storage, archiving and deletion) will be applied to any personal information processed by WPSSP.

5 APPLICABLE LEGISLATION

No	Ref	Act
1	No 61 of 1973	<i>Companies Act</i>
2	No 98 of 1978	<i>Copyright Act</i>
3	No 55 of 1998	<i>Employment Equity Act</i>
4	No 95 of 1967	<i>Income Tax Act</i>
5	No 66 of 1995	<i>Labour Relations Act</i>
6	No 89 of 1991	<i>Value Added Tax Act</i>
7	No 37 of 2002	<i>Financial Advisory and Intermediary Services Act</i>
8	No 75 of 1997	<i>Basic Conditions of Employment Act</i>
9	No 69 of 1984	<i>Close Corporations Act</i>
10	No 25 of 2002	<i>Electronic Communications and Transactions Act</i>
11	No 2 of 2000	<i>Promotion of Access of Information Act</i>
12	No 30 of 1996	<i>Unemployment Insurance Act</i>
13	No 4 of 2013	<i>Protection of Personal Information Act</i>

6 SCHEDULE OF RECORDS

Records	Subject	Availability
Public Affairs	Public Product information	Request in terms of PAIA
	Public Corporate Records	Request in terms of PAIA
	Media releases	Freely available on website www.wpss.co.za
Financial	Financial Statements	Request in terms of PAIA
	Financial and Tax Records (Company & Employees) Management Accounts	
	Asset Register	
Marketing	Market Information	Limited information available on website www.wpss.co.za
	Public Customer Information <ul style="list-style-type: none"> • Product Brochures • Owner Manuals 	
	Field Records	Request in terms of PAIA
	Performance Records	
	Product sales records	
	Marketing Strategies	
	Customer Database	
	Dealer Franchise Documents	



7 PRESCRIBED REQUEST FORMS AND FEES

7.1 Form of request

To facilitate the processing of your request, kindly:

- Use the prescribed form on the Company website.
- Address your request to the Head of the Company (CEO).
- Provide sufficient detail to enable the Company to identify:
 - a) The record(s) requested.
 - b) The requestor (and, if an agent is lodging the request, proof of capacity).
 - c) The South African postal address, email address or fax number of the requestor.
 - d) The form of access required.
 - e) The South African postal address, email address or fax number of the requestor.
 - f) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof.

7.2 Prescribed fees

The following applies to requests (other than personal requests):

- A requestor is required to pay the prescribed fees (R50.00) before a request will be processed.
- If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- Records may be withheld until the fees have been paid.
- The detailed Fee Structure is available on the website of the Company, at the following address: www.wpss.co.za

7.3 Access to prescribed forms and fees

Prescribed forms and fees are published on the Company website or, alternatively, copies can be requested from the CEO of the Company (see contact details in section 2).

Prescribed forms and fees can be found on the Company website as follows:

- Forms: Prescribed fees.
- Fees: Request for access to record of private body.



8 REMEDIES

The company does not have an internal appeal procedure regarding PAIA and POPI *Act* requests. As such, the decision made by the duly authorised persons in section 2, is final. If a request is denied, the requestor is entitled to apply to a court with appropriate jurisdiction, or the Information Regulator (once established), for relief.