

# **Metallicon Ventures (Pty) Ltd**

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**(Registration Number: 2007/021224/07)**

Manual in terms of section 51 of the Promotion of  
Access to Information Act, 2 of 2000

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### PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

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# PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

## SECTION 51 MANUAL OF METALLICON VENTURES (PTY) LTD (REGISTRATION NUMBER: 2007/021224/07)

### 1. CONTACT PARTICULARS

<b>Head of business:</b>	Michael Matthew Valenta	<b>Information officer:</b>	Barbara Mulcahy
<b>Postal Address:</b>	Postnet Suite 55 Private Bag X0001 Ifafi 0260	<b>Physical Address:</b>	9 Howitzer Street  Ifafi 0260
<b>Telephone Number:</b>	0122590792	<b>Fax Number:</b>	0866883797
<b>E-mail Address:</b>	info@metallicon.co.za		
<b>Website:</b>	www.metallicon.co.za		

### 2. INTRODUCTION

Metallurgical Ventures and associated services.

### 3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

**3.1** 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.

**3.2** 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.

**3.3** Requesters are referred to the Guide in terms of Section 10 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](http://www.sahrc.org.za)

### 4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from **Metallicon Ventures (Pty) Ltd**, [www.metallicon.co.za](http://www.metallicon.co.za).

## 5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Companies Act 71 of 2008
- Engineering Profession Act 46 of 2000
- Income Tax Act 58 of 1962
- Promotion of Access to Information Act 2 of 2000
- Securities Transfer Act 25 of 2007
- South African Revenue Services Act 34 of 1997
- Statistics Act of 6 of 1999

## 6. INFORMATION AUTOMATICALLY AVAILABLE

- [www.metallicon.co.za](http://www.metallicon.co.za)

## 7. INFORMATION AVAILABLE IN TERMS OF THE ACT

### **Statutory Business Records**

- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Dividend Register
- Directors Attendance Register
- Index of Members
- Memorandum of Incorporation
- Minutes of Shareholders Meetings
- Minutes of Directors Meetings
- Other Minute Books
- Register of Allotments
- Register of Directors and Officers
- Register of Directors Shareholding
- Resolutions
- Shareholders Agreements
- Members Register
- Minute Books
- Resolutions Passed at Meetings

### **Accounting Records**

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques

- Customer and supplier statements and invoices
- Cash books and petty cash books
- Tax returns and assessments
- Auditor's reports
- Systems documentation
- Management reviews

### **Legal, Agreements and Contracts**

- Agreements with shareholders, officers or directors

## **8. GENERAL**

Not applicable.

## **9. REQUESTING PROCEDURES**

A person who wants access to the records must complete the necessary request forms that is available at the offices of Metallicon Ventures (Pty) Ltd, or can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za). The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.

## **10. AVAILABILITY OF THE MANUAL**

Copies of the manual are available for inspection, free of charge, at the offices of Metallicon Ventures (Pty) Ltd, from the South African Human Rights Commission and at: [www.metallicon.co.za](http://www.metallicon.co.za).



08/12/2015