

MANUAL

OF

AMC CLASSIC (PTY) LIMITED

AND

AMC COOKWARE (PTY) LIMITED

AND ALL SUBSIDIARIES

in terms of Section 51 of the Promotion of Access to Information Act, No. 2
of 2000.

(Private Body)

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SECTION 51 MANUAL FOR AMC CLASSIC (PTY) LIMITED AND

AMC COOKWARE (PTY) LIMITED

PROMOTION OF ACCESS TO INFORMATION ACT

1. COMPANY INTRODUCTION

AMC Classic (Pty) Ltd is a direct seller of quality stainless steel cookware and related products. AMC Cookware (Pty) Ltd manufactures cookware on behalf of AMC Classic (Pty) Ltd.

2. SECT 51 (1)(a) – CONTACT DETAILS

Full Name:	AMC CLASSIC (PTY) LIMITED	Reg No. 1969/014299/07
	AMC COOKWARE (PTY) LIMITED	Reg No. 1990/002789/07
Registered Address:	4 WATERFORD MEWS, CENTURY CITY, 7441	
Postal Address:	P O BOX 24200, LANSDOWNE, 7779	
Telephone Number:	+27 21 763 5400 (Int) 086 1111 262 (local)	
Fax Number:	+27 21 761 5139	
Email Address:	info@amcsa.co.za	
Managing Director:	C R KOEKEMOER	
Designated Information Officer:	C L HENDRY	
Email:	info@amcsa.co.za	
Website:	www.amcsa.co.za	

3. SECT 51 (1)(b) – GUIDE IN TERMS OF SECT 10 OF 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 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. SCHEDULE OF RECORDS

Section (1)(c) – Categories of information available without formal request being required in terms of the Act

The following categories of records are automatically available for inspection, purchase or photocopying:

Information on Website
Promotional documentation
Product leaflets

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5. SECT 51 (1) (e) – RECORDS THAT MAY BE REQUESTED IN TERMS OF THE ACT

We hold the following categories of information:

Statutory company information in terms of the Companies Act 61 of 1975

Statutory employee records

Records required in terms of the following legislation:

Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
Basic Conditions of Employment Act No. 75 of 1997
National Credit Act No. 34 of 2005
Customs & Excise Act No. 91 of 1964
Employment Equity Act No. 55 of 1998
Income Tax Act No. 58 of 1962
Labour Relations Act No. 66 of 1995
Occupational Health & Safety Act No. 85 of 1993
Unemployment Insurance Act No. 63 of 2001
Value Added Tax Act No. 89 of 1991

6. REQUEST FOR ACCESS TO RECORDS

The Company may be contacted at its registered address, or by fax or email with all enquiries to be addressed to the designated information officer, Mrs CL Hendry at the addresses specified in contact section above.

Requests for information are to be made on the prescribed form and to be accompanied by the prescribed fee.

Information on the prescribed fees is obtainable on the SA Human Rights Commission website:
www.sahrc.org.za

7. SECT 51 (1)(f) – OTHER INFORMATION AS MAY BE PRESCRIBED

The Minister of Justice & Constitutional Development has not made any regulations in this respect.