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**Gauteng Rubber and Seal (PTY) Ltd**

**MANUAL**

**in terms of**

**The Promotion of Access to Information Act**

**Act 2 of 2000**

**(the "ACT")**

**15 December 2011**

## **1. INTRODUCTION**

Gauteng Rubber and Seal conducts business as a supplier of mining and industrial rubber.

## **2. COMPANY CONTACT DETAILS**

Persons designated/duly authorised persons:

Directors: Israel Mohlabakoe, Roger Tait, Mike Anderson

Office Manager Israel Mohlabakoe

Postal Address: PO Box 839, Crown Mines 2025

Street Address: 20 Lepus Road, Crown Mines, Extension 8, Johannesburg

Telephone Number: 011 839 2060

Fax Number: 011 830 2112

### **3. ACCESS TO RECORDS AND AVAILABILITY**

<b><u>Records</u></b>	<b><u>Subject</u></b>	<b><u>Availability</u></b>
Public Affairs	<ul style="list-style-type: none"><li>• Public Product Information</li><li>• Public Corporate Records</li><li>• Media Releases</li></ul>	Available on website <a href="http://www.gautengrubber.co.za">www.gautengrubber.co.za</a>
Financial	<ul style="list-style-type: none"><li>• Financial Statements</li><li>• Financial and Tax Records (Company &amp; Employees)</li><li>• Asset Register</li><li>• Management Accounts</li></ul>	Proprietary (Pty Ltd) - Not required to disclose. Available on request and subject to permission from directors
Marketing	<ul style="list-style-type: none"><li>• Market Information</li><li>• Public Customer Information:<ul style="list-style-type: none"><li>◦ Product Brochures</li><li>◦ Owner Manuals</li></ul></li><li>• Field Records</li><li>• Performance Records</li><li>• Product Sales Records</li><li>• Marketing Strategies</li><li>• Customer Database</li><li>• Dealer Franchise Documents</li></ul>	Limited Information available on above website

### **4. FORM OF REQUEST**

To facilitate the processing of your request, kindly:

**4.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za), or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at [www.doj.gov.za](http://www.doj.gov.za)

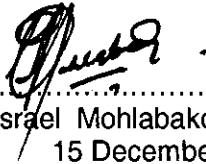
**4.2** Address your request to the Company Office Manager as detailed above.

**4.3** Provide sufficient details to enable the COMPANY to identify:

- (a) The record(s) requested;
- (b) The requester (and if an agent is lodging the request, proof of capacity);
- (c) The form of access required;
- (d) (i) The postal address or fax number of the requester in the Republic;  
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

## 5. PRESCRIBED FEES

The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za), or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>



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Signed By: Israel Mohlabakoe (Managing Director)  
15 December 2011