

BSI STEEL LIMITED

(Registration No. 2001/023164/06)

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT No. 2 OF 2000 (“THE ACT”)

Name of Company: BSI STEEL LIMITED

Introduction:

BSI Steel Limited is a leading South African steel stockist and processor comprising of BSI Bulk Sales, BSI Exports, BSI KZN, BSI Roofing, BSI Plate Solutions, BSI Express, BSI Tube Services and Shearcut.

Contact details [Section 51 (1) (a)]

Street address:	46 Eden Park Drive, Mkondeni, Pietermaritzburg, 3201
Postal address:	PO Box 101096, Scottsville, 3209
Phone number:	033 846 2222
Fax number:	033 846 2233
Contact person:	Stephen Hackett
Website address:	http://www.bsisteel.com
Auditors:	Deloitte & Touché

Section 10 guide on how to use the Act [Section 51 (1) (b)]

In terms of section 10 of the Act a guide has been compiled, in each official language, by the Human Rights Commission containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act.

The guide is available from the Human Rights Commission. Please direct your queries to:

The Human Rights Commission, Private Bag 2700, Houghton, 2041.

Telephone 011 484 8300 Fax 011 484 0582 Website: <http://www.sahrc.org.za>

Records available publicly

The following records of BSI Steel Limited are already publicly available without having to request access in terms of the Act:

1.	Annual financial statements for the company and the group	Company website or the Companies and Intellectual Property Commission
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2.	Group interim results	Company website or the Companies and Intellectual Property Commission
3.	Memorandum of incorporation	Company or Companies and Intellectual Property Commission
4.	Contents of the register of directors	Company or Companies and Intellectual Property Commission
5.	SENS announcements	Company website
6.	Application of the King Code of Governance Principles	Company website

Records of the company which are available in accordance with any other legislation [Section 51(1)d)

1.	Basic Conditions of Employment Act No. 75 of 1997
2.	Broad based Black Economic Empowerment Act No. 53 of 2003
3.	Companies Act No. 71 of 2008
4.	Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
5.	Competition Act No. 89 of 1998
6.	Consumer Protection Act No. 68 of 2008
7.	Copyright Act No. 98 of 1978
8.	Currency and Exchanges Act No. 9 of 1933
9.	Customs and Excise Act No. 91 of 1964
10.	Employment Equity Act No. 55 of 1998
11.	Import and Export Control Act No. 45 of 1963
12.	Income tax Act No. 58 of 1962
13.	Insider Trading Act No. 135 of 1998
14.	Insolvency Act No. 24 of 1936
15.	Intellectual Property Laws Amendments Act No. 38 of 1997
16.	Labour Relations Act No. 66 of 1995
17.	Medical Schemes Act No. 131 of 1998
18.	Occupational Health and Safety Act No. 85 of 1993
19.	Promotion of Access to Information Act No. 2 of 2000
20.	Skills development Levies Act No. 9 of 1999
21.	Skills Development Act No. 97 of 1998
22.	Stamp Duties Act No. 77 of 1968
23.	Stock Exchange Act No. 1 of 1985
24.	Trade marks Act No. 194 of 1993
25.	Unemployed Contributions Act No. 4 of 2002
26.	Unemployed Insurance Act No. 63 of 2001
27.	Usury Act No. 73 of 1968
28.	Value Added Tax Act No. 89 of 1991

Request procedure and records that may be requested [Section 51 (1) (e)

Requests for information must be addressed to our Information Officer Stephen Hackett.

Address: 46 Eden Park Drive, Mkondeni, Pietermaritzburg 3201

Postal Address: P O Box 10196, Scottsville, 3209

Telephone: 033-8462208

Website: www.bsisteel.com

Email address: stephen.hackett@bsisteel.com

Each request for information must:

- 1) Be made using the prescribed form contained at the end of this document
- 2) Identify the right you want to exercise or protect and give an explanation why the record is needed for this purpose.
- 3) Provide sufficient particulars of the records required to enable the Information Officer to identify the record or records requested and the identity of the requester
- 4) Indicate the form of access required
- 5) Specify a postal address or fax number in South Africa, or an e-mail address
- 6) Indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars.
- 7) If you are making the request on behalf of another person, you must submit proof of the capacity in which you are making the request.

Records that may be requested are set out in the following categories:

Statutory	Financial records	Human Resources
Company secretarial and administration records Shareholder and investor records Minutes of meetings and company resolutions Prelisting statement and circulars to shareholders regarding corporate action taken Shareholdings in subsidiaries, joint ventures and associate companies Board members Agreements Trade Marks Title deeds Lease agreements	Accounting records Income tax returns and assessments VAT records Suppliers records	Policies and procedures Employment equity plan and report Skills development plan IR disciplinary and grievance procedures and hearings CCMA records

Availability of the manual [Section 51 (3)]

This manual is available for inspection at the company's head office. Should you wish to obtain a copy of this manual, it can be obtained as follows:

- 1) At the company's head office.
- 2) The South African Human Rights Commission – contact details above
- 3) The company's website

Requests for information must be submitted in accordance with the prescribed format and must be accompanied by the prescribed fee. The fee schedule is available from the Department of Justice website www.doj.gov.za

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53 (1) of the Promotion of Access to Information Act, 2000)
(Act No. 2 of 2000)

{Regulation 10}

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- | | |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached. |

Full names and surnames:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed <i>ONLY</i> if a request for information is made on behalf of another person.
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Full names and surname:

Identity number:

D. Particulars of record

- | | |
|-----|--|
| (a) | Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. |
| (b) | If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios. |

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record

E. Fees

- | |
|--|
| <p>(a) A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be <i>notified</i> of the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record.</p> <p>(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.</p> |
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Reason for exemption from payment of fees:

F. Form of access to record

<p>If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.</p>
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Disability:	Form in which record is required
<p>Mark the appropriate box with an X.</p> <p>NOTES</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form:			
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record
2. If record consists of visual images This includes photographs, slides, video recordings, computer-generated images, sketches, etc			
<input type="checkbox"/>	View the images	<input type="checkbox"/>	Copy of the images
<input type="checkbox"/>		<input type="checkbox"/>	Transcription of the images*
3. If the record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	Listen to the soundtrack audio cassette	<input type="checkbox"/>	Transcription of soundtrack* Written or printed document
4. If record is held on computer or in an electronic or machine-readable form:			
<p>If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable</p>		YES	NO

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at Thisday of20

**SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE**