
Transvaal Rubber Company (PTY) Ltd

TRUCO

MANUAL

in terms of

The Promotion of Access to Information Act

Act 2 of 2000

(the "ACT")

15 December 2011

1. INTRODUCTION

Transvaal Rubber Company trading as TRUCO conducts business as a supplier of mining and industrial rubber.

2. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

Directors: Roger Tait, Mike Anderson, John Tait, Pierre Morgenrood, Mike Stuart

Office Manager John Tait

Postal Address: PO Box 839, Crown Mines 2025

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

Telephone Number: 011 839 2370

Fax Number: 011 830 1629

3. ACCESS TO RECORDS AND AVAILABILITY

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

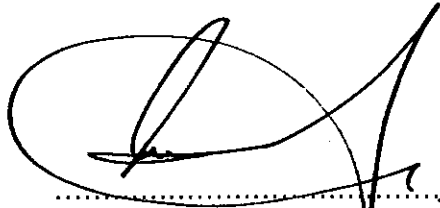
4. FORM OF REQUEST

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, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doi.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, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>

A handwritten signature in black ink, consisting of a large, stylized 'R' followed by a vertical stroke and a horizontal line.

Signed by: Roger Tait (Managing Director)
15 December 2011