

# PROMOTION OF ACCESS TO INFORMATION ACT

## MANUAL IN TERMS OF SECTION 51 OF THE ABOVE ACT

regarding

## THE OIL AND COLOUR CHEMISTS' ASSOCIATION - SOUTH AFRICAN DIVISION

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### 1. INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT

The contact details for the Head of THE OIL AND COLOUR CHEMISTS' ASSOCIATION - SOUTH AFRICAN DIVISION are as follows:

Postal Address – P O Box1549  
Sun Valley  
Cape Town 7985  
Street Address – 16 Sea Cottage Drive  
Noordhoek  
Cape Town.  
Telephone Number - 021 785 2081  
Fax Number - 021 785 2863  
E-Mail address-[jenny@kaolin.co.za](mailto:jenny@kaolin.co.za)

### 2. DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51 (1) (b)

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, *inter alia*, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cm York and St. Andrews Street, Parktown and on its website at [www.sahrc.org.za](http://www.sahrc.org.za).

### 3. THE LATEST NOTICE IN TERMS OF SECTION 52(2):

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

### 4. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51 (1) (d)

Records available in terms of other legislation are as follows:

- . Companies Act 61 of 1973
- . Income Tax Act 58 of 1962

## **5. SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE OIL AND COLOUR CHEMISTS ASSOCIATION: SECTION 51(1)(e)**

### **5.1. COMPANIES ACT RECORD**

- . Documents of incorporation
- . Memorandum and Articles of Association
- . Minutes of Board of Directors meetings
- . Records relating to the appointment of directors/ auditor/ secretary/public officer and other officers
- . Minutes of Committee meetings

### **5.2. FINANCIAL RECORDS**

- . Annual Financial Statements
- . Tax Returns
- . Accounting Records
- . Banking Records
  - Bank Statements
  - Paid Cheques
  - Electronic banking records
  - Invoices

### **5.3. INCOME TAX RECORDS**

All statutory compliances:

### **5.4. PERSONNEL DOCUMENTS AND RECORDS**

Not Relevant - no persons employed

### **5.5 OTHER RECORDS**

Membership records

## **6. DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS - SECTION 51 (e)**

The requester must complete the prescribed form (available from the Human Rights Commission, see Section 2 of this manual) and submit this form to the head of the Oil and Colour Chemists' Association, South African Division at the address, fax number, or electronic mail address given in Section 1 of this manual

The requester will be notified as to the amount of the fee to be paid. A schedule of prescribed fees is available from the Human Rights Commission

The request will be processed once the fee is received.

The completed form must:

- § provide sufficient particulars to enable the head of the private body to identify the records requested and to identify the requester,
- § indicate which form of access is required,
- § specify a postal address or fax number of the requester in the Republic,
- § identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right,
- § if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,

If the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

October 18, 2010