

BASF Coatings (Proprietary) Limited

MANUAL

**in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
(the "ACT")**

as at December 2015

1. COMPANY CONTACT DETAILS

1.1. Persons designated/duly authorised persons:

1.1.1. Directors:

Joan Maria Garcia Girona (Managing Director); and
Mark Bültel-Herz

1.1.2. Information Officer for the purposes of the Act:

Name: Joan Maria Garcia Girona
Postal Address: P O Box 2801, Halfway House 1685, South Africa
Street Address: 852 Sixteenth Road, Midrand, Johannesburg, South Africa
Telephone: +27 11 203 2442
Email: joan-maria.garcia-girona@basf.com

2. THE ACT

2.1. 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.

2.2. 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.

2.3. 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.

2.4. The contact details of the Commission are:

2.4.1. Postal Address: Private Bag 2700, Houghton, 2041
2.4.2. Telephone Number: +27-11-877 3600
2.4.3. Fax Number: +27-11-403 0625
2.4.4. Website: www.sahrc.org.za

3. APPLICABLE LEGISLATION

- 3.1. Labour Relations Act
- 3.2. Employment Equity Act
- 3.3. Basic Conditions of Employment Act
- 3.4. Compensation for Occupational Injuries and Diseases Act
- 3.5. Companies Act
- 3.6. Value Added Tax Act
- 3.7. Income Tax Act
- 3.8. Occupational Health and Safety Act

4. Schedule of Records

Category of Record	Description of Record	
Financial Records	Annual Financial Statements	
	Accounting Records	
	Banking Records	
	Bank Statements	
	Electronic banking records	
	Asset Register	
	Rental Agreements	
	Invoices	
	Tax returns	
	VAT records	
	PAYE records	
	Product Customer Information	Product Brochures
	Environment, Health and Safety Records	Material Safety Data Sheets
Environment Health Safety and Quality Policy		
Drug and Alcohol Policy		
Reproductive Health Policy		
Environmental Surveys		
Occupational Hygiene Surveys		
Effluent Analysis		
Waste disposal certificates		
Company Act Records		Documents of Incorporation
	Memorandum of Incorporation	
	Minutes of Board of Director's Meeting	
	Minutes of Director's Meeting	
	Records relating to the appointment of directors, auditors, company secretary, public officer and other officers	
	Share register	
	Other statutory registers	
Personnel Documents and Records	Employment contracts	
	Medical aid records	
	Provident fund records	
	Disciplinary records	
	Salary records	
	Disciplinary code	
	Code of conduct	
	Leave records	
	Training records	
	Workmans compensation records	
	Employee specific court orders	
	Documents issued to employees for income tax purposes	
	Records of payments made to SARS on behalf of employees	
	All other statutory compliance, such as:	
<ul style="list-style-type: none"> • VAT • Skills Development Levies • UIF • Workmen's Compensation 		

5. HOW TO MAKE A REQUEST

To facilitate the processing of your request, kindly:

- 5.1. Use the prescribed Form C, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 5.2. Address your request to the Head of the Company (CEO).
- 5.3. Provide sufficient details to enable the COMPANY to identify:
 - 5.3.1. The record(s) requested;
 - 5.3.2. The requester (and if an agent is lodging the request, proof of capacity);
 - 5.3.3. The form of access required;
 - 5.3.4. The postal address or fax number of the requester in the Republic;
 - 5.3.5. If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- 5.4. 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.

6. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 6.1. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 6.2. If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 6.3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 6.4. Records may be withheld until the fees have been paid.
- 6.5. The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.