

Pyrocote CC

(Registration number: 1986/005939/23)

MANUAL IN TERMS OF SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000

DATE PREPARED: 09 DECEMBER 2011

Promotion of Access to Information Act, 2 of 2000 (The Act)

Section 51 Manual of Pyrocote CC (Registration number: 1986/005939/23)

1. Contact particulars

Head of business:	K. McKechnie	Information officer:	K. McKechnie
Postal address:	P.O. Box 39300	Physical address:	18G Martin Drive
	Queensburgh		Queensmead Industrial
Park			
	Durban		Queensburgh
	4070		4093
Telephone number:	031 464 7893	Fax number:	031 464 5948
E-mail address:	keith@mandoval.co.za		
Website:	www.pyrocote.co.za		

2. Guide in terms of section 10 of The Act

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, contact number (011) 877-3600, fax number (011) 403-0625 or www.sahrc.org.za.

3. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

- 3.1 Basic Conditions of Employment Act 75 of 1997
- 3.2 Companies Act 71 of 2008
- 3.3 Close Corporations Act 69 of 1984
- 3.4 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 3.5 Consumer Protection Act 68 of 2008
- 3.6 Income Tax Act 58 of 1962
- 3.7 Prevention of Combating of Corrupt Activities Act 12 of 2004
- 3.8 Promotion of Access to Information Act 2 of 2000
- 3.9 Skills Development Levies Act 9 of 1999
- 3.10 Unemployment Insurance Act 63 of 2001
- 3.11 Value Added Tax Act 89 of 1991

4. Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying:

- 4.1 Pamphlets / Brochures
- 4.2 Marketing and promotional material
- 4.3 www.pyrocote.co.za

5. Information available in terms of The Act

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

5.1 Accounting records

- 5.1.1 Annual financial statements and working papers
 - 5.1.2 General ledger
 - 5.1.3 Subsidiary ledgers (receivables, payables, etc.)
 - 5.1.4 Bank statements, cheque books, cheques
 - 5.1.5 Customer and supplier statements and invoices
 - 5.1.6 Deposit slips
 - 5.1.7 Cash books and petty cash books
 - 5.1.8 Fixed asset register
 - 5.1.9 Tax returns and assessments
 - 5.1.10 VAT returns
 - 5.1.11 Lease or instalment sale agreements
 - 5.1.12 Insurance records
 - 5.1.13 Investment records
 - 5.1.14 Accounting officer's reports
 - 5.1.15 Inventory records (including stock take)
 - 5.1.16 Record of assets
 - 5.1.17 Record of liabilities
 - 5.1.18 Record of liabilities and obligations
 - 5.1.19 Record of property held
 - 5.1.20 Record of revenue
 - 5.1.21 Record of expenses
 - 5.1.22 Payroll related information and returns.
- 5.2 Auditors**
- 5.2.1 Correspondence
- 5.3 Insurance**
- 5.3.1 Claim records
 - 5.3.2 Details of coverage, limits and insurers
 - 5.3.3 Insurance policies
- 5.4 Statutory Close Corporation Records**
- 5.4.1 Annual Statutory Returns
 - 5.4.2 Founding Statement and amendments
- 5.5 Tax**
- 5.5.1 Income tax returns
 - 5.5.2 Provisional tax returns
 - 5.5.3 Tax assessments
 - 5.5.4 Documents relating to where the objection and appeal is lodged
 - 5.5.5 Records relating to taxable gain or assessed capital loss
 - 5.5.6 VAT documents
 - 5.5.7 Records of importation goods and documents
 - 5.5.8 Vendors information
 - 5.5.9 Documentary proof substantiating the zero rating of supplies


6. Requesting procedures

A person who wants access to the records must complete the necessary request form (Form C) that is attached as Annexure 1 for your convenience. This form can also be obtained from the offices of Pyrocote CC, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

7. Availability of the Manual

Copies of this manual are available for inspection at the offices of Pyrocote CC, from the South African Human Rights Commission and at www.pyrocote.co.za

8. Signature:

We confirm to the best of our knowledge and belief the accuracy and completeness of the information provided.	
Name of Information Officer:	K. McKechin
Signature:	
Date:	09 December 2011