



## **KNOWLEDGE MANAGEMENT SOUTH AFRICA (KMSA)**

### **A GUIDE TO ACCESSING OUR INFORMATION IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000**

The Section 10 Guide on how to use the PAIA is available from the South African Human Rights Commission, 27 Stiemens Street Braamfontein, 2001.

Ph: (011) 877 3600, Email: [paia@sahrc.org.za](mailto:paia@sahrc.org.za), Website: [www.sahrc.org.za](http://www.sahrc.org.za)

#### **1. INTRODUCTION**

Knowledge Management is the process of creating, retaining, sharing, and better utilising the knowledge and information assets of an organisation to achieve its objectives.

#### **2. CONTACT DETAILS**

Full Name:	Knowledge Management South Africa.
Information Officer:	General Secretary of the Association
Registration Number:	Common Law Association
Registered Address:	Hurlingham Office Park, 59 Woodlands Avenue, Hurlingham Manor, Sandton
Postal Address:	PO Box 868, Ferndale, 2160
Telephone:	(011) 061 5000
Email Address:	<a href="mailto:kmsaservices@vdw.co.za">kmsaservices@vdw.co.za</a>
Website:	<a href="http://www.vdw.co.za">www.vdw.co.za</a>

### **3. RECORDS AVAILABLE IN TERMS OF PAIA**

- Constitution of the Association
- Membership Register
- Register of Executive Council Members
- Minutes of the Executive Council
- Minutes of Committee meetings
- Lobby and Advocacy correspondence
- General administrative records relating to the events and work of the association
- Papers and proceedings books of conferences
- Annual Financial Statements
- Accounting records and vouchers
- Taxation records

### **4. PROCEDURE FOR REQUESTING ACCESS TO A RECORD IN PARAGRAPH 3**

- 4.1. Should a requester wish to request access to a record within any of the above categories of information, the requester must apply in writing to the address provided, to the Executive Officer. The requester must provide sufficient detail on the request form to enable the association to identify the record and the requester. The requester should also indicate which form of access is required.
- 4.2. The requester must identify the right which is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

### **5. FEES FOR REQUESTING ACCESS TO A RECORD LISTED IN PARAGRAPH 3**

A requester seeking access to a record containing personal information about that requester is not required to pay a request fee. Every other requester must pay the prescribed request fee before KMSA processes the request.

### **6. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION**

- Income Tax Act No. 58 of 1962
- Value Added Tax Act No. 89 of 1991

### **7. AVAILABILITY OF THIS MANUAL**

This manual is available on the website of this association.