

Travel Today (Pty) Ltd

(Registration number: 1993/003791/07)

Manual in terms of section 51 of the

Promotion of Access to Information Act, 2 of 2000

Section 51 Manual of Travel Today (Pty) Ltd (Registration number: 1993/003791/07)

1. Contact particulars

Head of business:	Magda Pretorius	Information officer:	Lisa Sione
Postal address:	P O Box 3444 NELSPRUIT 1200	Physical address:	45 Ferreira Street NELSPRUIT 1200
Telephone number:	013 755 2146	Fax number:	013 755 4298
E-mail address:	marketing@traveltoday.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. Facilitation of a request for access to information

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from Travel Today (Pty) Ltd.

4. Information available in terms of other legislation

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

- 4.1 Basic Conditions of Employment Act 75 of 1997
- 4.2 Companies Act 71 of 2008
- 4.3 Consumer Protection Act 68 of 2008
- 4.4 Employment Equity Act 55 of 1998
- 4.5 Income Tax Act 58 of 1962
- 4.6 Occupational Health and Safety Act 85 of 1993
- 4.7 Skills Development Levies Act 9 of 1999
- 4.8 Skills Development Act 97 of 1998
- 4.9 Unemployment Contributions Act 4 of 2002
- 4.10 Unemployment Insurance Act 63 of 2001
- 4.11 Value Added Tax Act 89 of 1991
- 4.12 Businesses Act, 1991 (Act No. 71 of 1991)

5. Information automatically available

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

- 5.1 Pamphlets / Brochures
- 5.2 Posters
- 5.3 Marketing and promotional material
- 5.4

6. 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.

6.1 Accounting records

- 6.1.1 Annual financial statements and working papers
- 6.1.2 General ledger
- 6.1.3 Subsidiary ledgers (receivables, payables, etc.)

- 6.1.4 Bank statements, cheque books, cheques
- 6.1.5 Customer and supplier statements and invoices
- 6.1.6 Deposit slips
- 6.1.7 Cash books and petty cash books
- 6.1.8 Fixed asset register
- 6.1.9 Tax returns and assessments
- 6.1.10 VAT returns
- 6.1.11 Lease or instalment sale agreements
- 6.1.12 Budgets and business plans
- 6.1.13 Insurance records
- 6.1.14 Investment records
- 6.1.15 Auditor's reports
- 6.1.16 Capital expenditure
- 6.1.17 Record of assets
- 6.1.18 Record of liabilities and obligations
- 6.1.19 Record of revenue
- 6.1.20 Record of expenses
- 6.2 Insurance**
 - 6.2.1 Claim records
 - 6.2.2 Details of coverage, limits and insurers
 - 6.2.3 Insurance policies
- 6.3 Intellectual Property**
 - 6.3.1 Designs, trademarks, trade names and protected names
- 6.4 Legal, Agreements and Contracts**
 - 6.4.1 Acquisition or disposal documentation
 - 6.4.2 Agreements with contractors, suppliers and clients
 - 6.4.3 Agreements with customers
 - 6.4.4 Agreements with governmental agencies
 - 6.4.5 Distributor, dealer or agency agreements
 - 6.4.6 Contracts, including lease agreements and finance agreements
 - 6.4.7 Consumer Protection Act - disclosure by promotional competitions: full details, rules, etc.
- 6.5 Personnel Records**
 - 6.5.1 Attendance register
 - 6.5.2 Employee information records
 - 6.5.3 Employee loans
 - 6.5.4 Employee remuneration
 - 6.5.5 Employment applications
 - 6.5.6 Employee date of birth
 - 6.5.7 Employment contracts
 - 6.5.8 IRP 5 and IT 3 certificates
 - 6.5.9 Leave applications
 - 6.5.10 Maternity leave policy
 - 6.5.11 Name and occupation of each employee
 - 6.5.12 Payroll
 - 6.5.13 Personnel file
 - 6.5.14 Recruitment and appointments

- 6.5.15 Salary and wage registers
- 6.5.16 UIF, PAYE and SDL returns

6.6 Sales and Marketing

- 6.6.1 Brochures, newsletters and marketing material
- 6.6.2 Service and product information

6.7 Statutory Company Records

- 6.7.1 Annual Statutory Returns
- 6.7.2 Certificate of Change of Name
- 6.7.3 Certificate of Incorporation
- 6.7.4 Certificate to Commence Business
- 6.7.5 Memorandum and Articles of Association
- 6.7.6 Memorandum of Incorporation and alterations / amendments
- 6.7.7 Register of Allotments
- 6.7.8 Register of company secretary and auditors
- 6.7.9 Register of directors and officers
- 6.7.10 Registration Certificate
- 6.7.11 Special resolutions
- 6.7.12 Shareholders' agreements

6.8 Tax

- 6.8.1 Income tax returns
- 6.8.2 Provisional tax returns
- 6.8.3 Tax assessments
- 6.8.4 Records relating to taxable gain or assessed capital loss
- 6.8.5 VAT documents

7. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Travel Today (Pty) Ltd, 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.

8. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Travel Today (Pty) Ltd and from the South African Human Rights Commission.

9. Signature

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.	
Name of Information Officer:	Lisa Sione
Signature:	
Date:	