

ITT Inspirations Travel and Tours (Pty) Ltd

(Registration number: 2011/141713/07)

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

DATE PREPARED: 30 November 2015

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

Section 51 Manual of ITT Inspirations Travel and Tours (Pty) Ltd (Registration number: 2011/141713/07)

1. Contact particulars

Head of business:	Manisha Beehari	Information officer:	Dana Webber
Postal address:	P O Box 1166 Westville 3630	Physical address:	9 Kensington Drive Westville 3630
Telephone number:	031 266 0030	Fax number:	031 266 0205
E-mail address:	dana@itt.co.za		

2. Introduction

ITT Inspirations Travel and Tours (Pty) Ltd is in the travel agency and tour operations line of business.

3. 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.

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 Close Corporations Act 69 of 1984
- 4.4 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 4.5 Consumer Protection Act 68 of 2008
- 4.6 Income Tax Act 58 of 1962
- 4.7 Promotion of Access to Information Act 2 of 2000
- 4.8 Unemployment Insurance Act 63 of 2001
- 4.9 Value Added Tax Act 89 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 Pricelists
- 5.3 Marketing and promotional material

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 Insurance records
 - 6.1.12 Accounting officer's reports
 - 6.1.13 Record of assets
 - 6.1.14 Record of liabilities
 - 6.1.15 Record of loans to related parties
 - 6.1.16 Record of liabilities and obligations
 - 6.1.17 Record of revenue
 - 6.1.18 Record of expenses
 - 6.1.19 Payroll related information and returns.
- 6.2 Auditors**
- 6.2.1 Working papers
 - 6.2.2 Correspondence
- 6.3 Personnel Records**
- 6.3.1 Employee information records
 - 6.3.2 Payroll
 - 6.3.3 UIF, PAYE and SDL returns
- 6.4 Statutory Company Records**
- 6.4.1 Annual Statutory Returns
- 6.5 Tax**
- 6.5.1 Income tax returns
 - 6.5.2 Provisional tax returns
 - 6.5.3 Tax assessments
 - 6.5.4 Documents relating to where the objection and appeal is lodged
 - 6.5.5 Records relating to taxable gain or assessed capital loss
 - 6.5.6 VAT documents
 - 6.5.7 Records of importation goods and documents
 - 6.5.8 Vendors information
 - 6.5.9 Documentary proof substantiating the zero rating of supplies

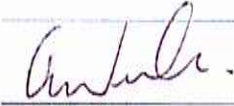
7. Requesting procedures

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 ITT Inspirations Travel and Tours (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 at the offices of ITT Inspirations Travel and Tours (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:	Dana Webber
Signature:	
Date:	30 November 2015

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
 (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
 (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____ Telephone number: _____

E-mail address _____

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
 (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record

E. Fees

- | |
|---|
| <p>(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be notified of the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</p> <p>(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.</p> |
|---|

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
3. If record consists of recorded words or information which can be reproduced insound:					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>	YES	NO
YES	NO				

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20_____

SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE