

Beachcomber Marketing (Pty) Ltd

(Registration number: 1981/010374/07)

Manual in terms of section 51 of the
Promotion of Access to Information Act, 2 of 2000

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

Section 51 Manual of Beachcomber Marketing (Pty) Ltd (Registration number: 1981/010374/07)

1. Contact particulars

Head of business:	Terence Munro	Information officer:	Vito Polo
Postal address:	PO Box 745 Somerset West 7130	Physical address:	2a Niblick Way Somerset West 7130
Telephone number:	0218505300	Fax number:	0866814660
E-mail address:	vito@beachcomber.co.za		
Website:	www.beachcomber.co.za		

2. Introduction

Beachcomber Tours operates in South Africa as the marketing arm of the prominent Mauritian leisure group, Beachcomber Hotels.

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. 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 Beachcomber Marketing (Pty) Ltd.

5. Information available in terms of other legislation

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

- 5.1 Basic Conditions of Employment Act 75 of 1997
- 5.2 Companies Act 71 of 2008
- 5.3 Consumer Protection Act 68 of 2008
- 5.4 Employment Equity Act 55 of 1998
- 5.5 Income Tax Act 58 of 1962
- 5.6 Labour Relations Act 66 of 1995
- 5.7 National Credit Act 34 of 2005
- 5.8 Protection of Information Act 84 of 1982
- 5.9 Promotion of Access to Information Act 2 of 2000
- 5.10 South African Revenue Services Act 34 of 1997
- 5.11 Skills Development Levies Act 9 of 1999
- 5.12 Unemployment Contributions Act 4 of 2002
- 5.13 Value Added Tax Act 89 of 1991

6. Information automatically available

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

- 6.1 Pamphlets / Brochures
- 6.2 Marketing and promotional material
- 6.3 www.beachcomber.co.za

7. 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.

7.1 Accounting records

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger
- 7.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 7.1.4 Bank statements, cheque books, cheques
- 7.1.5 Customer and supplier statements and invoices
- 7.1.6 Deposit slips
- 7.1.7 Cash books and petty cash books
- 7.1.8 Fixed asset register
- 7.1.9 Tax returns and assessments
- 7.1.10 VAT returns
- 7.1.11 Lease or instalment sale agreements
- 7.1.12 Budgets and business plans
- 7.1.13 Insurance records
- 7.1.14 Auditor's reports
- 7.1.15 Systems documentation
- 7.1.16 Capital expenditure
- 7.1.17 Record of assets
- 7.1.18 Record of loans to related parties
- 7.1.19 Record of liabilities and obligations
- 7.1.20 Record of revenue
- 7.1.21 Record of expenses

7.2 Auditors

- 7.2.1 Working papers
- 7.2.2 Correspondence

7.3 Information Technology

- 7.3.1 Agreements
- 7.3.2 Audits
- 7.3.3 Client database
- 7.3.4 Disaster recovery processes and procedures
- 7.3.5 Hardware
- 7.3.6 Internet
- 7.3.7 Intranet
- 7.3.8 Licenses
- 7.3.9 Systems support, programming and development
- 7.3.10 LAN Installations
- 7.3.11 Operating systems
- 7.3.12 Software packages
- 7.3.13 Telephone exchange equipment
- 7.3.14 Telephone lines, leased lines and data lines

7.4 Personnel Records

- 7.4.1 Disciplinary records

- 7.4.2 Employee information records
- 7.4.3 Employee loans
- 7.4.4 Employee remuneration
- 7.4.5 Employee date of birth
- 7.4.6 Employment contracts
- 7.4.7 Employment equity plan
- 7.4.8 IRP 5 and IT 3 certificates
- 7.4.9 Letters of appointment
- 7.4.10 Leave applications
- 7.4.11 Maternity leave policy
- 7.4.12 Medical aid records
- 7.4.13 Name and occupation of each employee
- 7.4.14 Organisational design
- 7.4.15 Payroll
- 7.4.16 Particulars of each employee
- 7.4.17 Personnel file
- 7.4.18 Salary and wage registers
- 7.4.19 Salary slips and wage records
- 7.4.20 UIF, PAYE and SDL returns

7.5 Sales and Marketing

- 7.5.1 Brochures, newsletters and marketing material
- 7.5.2 Service and product information

7.6 Statutory Company Records

- 7.6.1 Annual Statutory Returns
- 7.6.2 Certificate of Change of Name
- 7.6.3 Certificate of Incorporation
- 7.6.4 Certificate to Commence Business
- 7.6.5 Memorandum of Incorporation and alterations / amendments
- 7.6.6 Notice and minutes of shareholders' meetings
- 7.6.7 Minutes of directors' meetings
- 7.6.8 Register of Allotments
- 7.6.9 Register of company secretary and auditors
- 7.6.10 Register of directors and officers
- 7.6.11 Register of past directors
- 7.6.12 General resolutions
- 7.6.13 Special resolutions
- 7.6.14 Resolutions
- 7.6.15 Shareholders' register

7.7 Tax

- 7.7.1 Income tax returns
- 7.7.2 Provisional tax returns
- 7.7.3 Tax assessments
- 7.7.4 Documents relating to where the objection and appeal is lodged
- 7.7.5 Records relating to taxable gain or assessed capital loss
- 7.7.6 VAT documents
- 7.7.7 Vendors information

7.7.8 Documentary proof substantiating the zero rating of supplies


8. **Requesting procedures**

A person who wants access to the records must complete the necessary request form, that is available at the offices of Beachcomber Marketing (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.

9. **Availability of the Manual**

Copies of this manual are available for inspection, free of charge, at the offices of Beachcomber Marketing (Pty) Ltd, from the South African Human Rights Commission and at www.beachcomber.co.za.

10. **Signature**

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.	
Name of Information Officer:	Vito Polo
Signature:	
Date:	2015-11-03