

Touring Pros CC T/A Modern Web Presense

(Registration number: 2002/059840/23)

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

Section 51 Manual of Touring Pros CC T/A Modern Web Presense (Registration number: 2002/059840/23)

1. Contact particulars

Head of business:	Charlene Janse Van Rensburg	Information officer:	Charlene Janse Van Rensburg
Postal address:	PO BOX 5071 Tygervalley Cape Town 7536	Physical address:	
Telephone number:	021 975 7548	Fax number:	086 506 5685
E-mail address:	touringpros@vodamail.co.za;bvrgolfschool@vodamail.co.za		
Website:	www.modernwebpresence.com		

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, tel (011) 887-3600.

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 Touring Pros CC T/A Modern Web Presense.

4. Information available in terms of other legislation

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

- 4.1 Companies Act 61 of 1973
- 4.2 Companies Act 71 of 2008
- 4.3 Close Corporations Act 69 of 1984
- 4.4 Competition Act 89 of 1998
- 4.5 Income Tax Act 58 of 1962
- 4.6 Promotion of Access to Information Act 2 of 2000
- 4.7 South African Revenue Services Act 34 of 1997

5. Information automatically available

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

- 5.1 www.modernwebpresence.com

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 Bank statements, cheque books, cheques
- 6.1.2 Customer and supplier statements and invoices
- 6.1.3 Tax returns and assessments
- 6.1.4 Record of revenue
- 6.1.5 Record of expenses

6.2 Health and Safety

- 6.2.1 Register, record of earnings, time worked, payment and particulars of all employees

6.3 Legal, Agreements and Contracts

- 6.3.1 Agreements with contractors, suppliers and clients

6.3.2 Agreements with customers

6.4 Personnel Records

6.4.1 Employee remuneration

6.4.2 Employee date of birth

6.4.3 Employment contracts

6.4.4 IRP 5 and IT 3 certificates

6.4.5 Particulars of each employee

6.5 Statutory Close Corporation Records

6.5.1 Annual Statutory Returns

6.5.2 Minute books

6.5.3 Certificate of Change of Name

6.5.4 Certificate of Incorporation

6.5.5 Certificate to Commence Business

6.5.6 Index of Members

6.5.7 Memorandum and Articles of Association

6.6 Tax

6.6.1 Income tax returns

6.6.2 Provisional tax returns

6.6.3 Tax assessments

7. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Touring Pros CC T/A Modern Web Presense, 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. If the request for access is successful an access fee may be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the prescribed fee structure under the Act. The fee structure is available on www.sahrc.org.za.

8. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Touring Pros CC T/A Modern Web Presense, from the South African Human Rights Commission and at www.modernwebpresence.com.