

# **African Heartland Journeys CC**

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**(Registration number: 2001/041548/23)**

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

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# **PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000**

## **(THE ACT)**

### **SECTION 51 MANUAL OF AFRICAN HEARTLAND JOURNEYS CC**

**(REGISTRATION NUMBER: 2001/041548/23)**

#### **1. CONTACT PARTICULARS**

<b>Head of business:</b>	Sean Price and Michael Denison	<b>Information officer:</b>	Martelize Nel
<b>Postal address:</b>	P O Box 149 Chintsa East East London 5275	<b>Physical address:</b>	Office 3 Atalia Building Chintsa East Drive Chintsa East 5275
<b>Telephone number:</b>	043 738 5523	<b>Fax number:</b>	0860 502 6915
<b>E-mail address:</b>	<a href="mailto:sean@ahj.co.za">sean@ahj.co.za</a> <a href="mailto:mike@ahj.co.za">mike@ahj.co.za</a>		
<b>Website:</b>	<a href="http://www.ahj.co.za">www.ahj.co.za</a>		

#### **2. INTRODUCTION**

African Heartland Journeys is a close corporation operating within the tourism industry. The company specialises in the social outreach and volunteering segment of the market. The business also facilitates adventure experiences and tours for international student groups.

#### **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) 887-3600 or [www.sahrc.co.za](http://www.sahrc.co.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 **African Heartland Journeys CC**.

**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 CLOSE CORPORATIONS ACT 69 OF 1984
- 5.4 CURRENCY AND EXCHANGES ACT 9 OF 1933
- 5.5 EMPLOYMENT EQUITY ACT 55 OF 1998
- 5.6 INCOME TAX ACT 58 OF 1962
- 5.7 PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
- 5.8 SOUTH AFRICAN REVENUE SERVICES ACT 34 OF 1997
- 5.9 UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2002
- 5.10 UNEMPLOYMENT INSURANCE ACT 63 OF 2001
- 5.11 VALUE ADDED TAX ACT 89 OF 1991

**6. INFORMATION AUTOMATICALLY AVAILABLE**

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

**None**

**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
  - Annual financial statements and working papers
  - General ledger
  - Subsidiary ledgers (receivables, payables, etc.)
  - Bank statements, cheque books, cheques
  - Customer and supplier statements and invoices
  - Deposit slips
  - Cash books and petty cash books

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- Fixed asset register
  - Tax returns and assessments
  - VAT returns
  - Accounting officer's report
  - Record of assets
  - Record of liabilities
  - Record of revenue
  - Record of expenses
- 7.1 DISTRIBUTION AND TRANSPORTATION
- Permits and licenses
- 7.2 FIXED PROPERTY
- Mortgage bonds or other encumbrances
  - Title deeds
- 7.3 HEALTH AND SAFETY
- Register, record of earnings, time worked, payment and particulars of all employees
- 7.4 INFORMATION TECHNOLOGY
- Client database
  - Hardware
  - Internet
  - Licenses
  - Software packages
  - Telephone lines, leased lines and data lines
- 7.5 INSURANCE
- Details of coverage, limits and insurers
  - Insurance policies
- 7.6 LEGAL, AGREEMENTS AND CONTRACTS
- Agreements with contractors, suppliers and clients
  - Agreements with customers
- 7.7 PERSONNEL RECORDS
- Attendance register
  - Employee information records
  - Employee remuneration
  - Employment applications

- Employee date of birth
- Employment contracts
- IRP 5 and IT 3 certificates
- Letters of appointment
- Particulars of each employee
- Personnel file
- Salary and wage registers
- Salary slips and wage records
- UIF, PAYE and SDL returns

#### 7.8 SALES AND MARKETING

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

#### 7.9 STATUTORY COMPANY RECORDS

- Annual Statutory Returns
- Certificate of Change of Name
- Registration Certificate

#### 7.10 TAX

- Income tax returns
- Provisional tax returns
- Tax assessments
- VAT documents

## 8. REQUESTING PROCEDURES


A person who wants access to the records must complete the necessary request form, that is available at the offices of **African Heartland** Journeys CC, or can be accessed on [www.sahrc.org.za](http://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 **African Heartland** Journeys CC, from the South African Human Rights Commission and at [www.ahj.co.za](http://www.ahj.co.za).

**10. SIGNATORY**

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.

<p>Martelize Nel</p> <p>_____</p> <p><b>Information officer</b></p> <p>20 December 2011</p> <p>_____</p> <p><b>Date</b></p>	 <p>_____</p> <p><b>Signature of Information officer</b></p>
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**ANNEXURE A:****FEES IN RESPECT OF REQUESTING INFORMATION FOR PRIVATE BODIES**

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
  
2. The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00

- |     |      |  |       |
|-----|------|--|-------|
|     | (ii) | For a copy of visual images  | 60,00 |
| (e) | (i)  | For a transcription of an audio record,<br>for an A4-size page or part thereof | 20,00 |
|     | (ii) | For a copy of an audio record  | 30,00 |
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
- |        |      |   | R     |
|--------|------|---|-------|
| (1)(a) |      | For every photocopy of an A4-size page or part thereof  | 1,10  |
| (b)    |      | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form                            | 0,75  |
| (c)    |      | For a copy in a computer-readable form on -   |       |
|        | (i)  | stiffy disc   | 7,50  |
|        | (ii) | compact disc  | 70,00 |
| (d)    | (i)  | For a transcription of visual images,<br>for an A4-size page or part thereof  | 40,00 |
|        | (ii) | For a copy of visual images   | 60,00 |
| (e)    | (i)  | For a transcription of an audio record,<br>for an A4-size page or part thereof  | 20,00 |
|        | (ii) | For a copy of an audio record   | 30,00 |
| (f)    |      | To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation. |       |
| (2)    |      | For purposes of section 54(2) of the Act, the following applies:  |       |
|        | (a)  | Six hours as the hours to be exceeded before a deposit is payable; and  |       |
|        | (b)  | one third of the access fee is payable as a deposit by the requester.   |       |
| (3)    |      | The actual postage is payable when a copy of a record must be posted to a requester.  |       |