

SECTION 51 MANUAL

FOR

CONTE TRAVEL CC

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A. CONTENTS

A. CONTENTS

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Introduction to the private body in question

1. Contact details
2. The section 10 Guide on how to use the Act
3. Records available in terms of any other legislation
4. Access to the records held by the private body in question
 - i. Records held by the Body
 - ii. The request procedures
5. Other information as may be prescribed
6. Availability of the manual
7. Prescribed fees for private bodies
8. Prescribed forms

Introduction to Conte Travel CC

Principal Business: Tour Operators

Reg Number: 2001/047358/23

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Milko Conte (member)

PO Box 392
Umhlanga Rocks
4320

Corporations Office Administration is out Sourced - Umhlanga Secretarial Services

Tel: 0828067955

Email: milko@myafrica.co.za

2. The section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. **Records available in terms of any other legislation**

None

4. **Access to the records held by the private body in question**

i. **Records held by The Body:**

- **Company Statutory Records**
- **Accounting & financial records including :**
 - Financial Statements**
 - SARS Annual & Monthly Returns**
 - Creditors & Debtors Records**
- **Advertising & Promotional Material**
- **Personal Files**

ii. **The request procedures**

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right
- If a request is made on behalf of a another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure

5. Other information as may be prescribed

None

6. Availability of the manual

This manual is also available for inspection from the relevant private body free of charge; and copies are available with the SAHRC, on the SAHRC website.

The Corporation will offer a link to this manual from their website:

www.myafrika.co.za