

Ascor Consulting Services (Pty) Ltd

(Registration number: K2011/100346/07)

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 Ascor Consulting Services (Pty) Ltd (Registration number: K2011/100346/07)

1. Contact particulars

Head of business:	Wouter Jurie Fourie	Information officer:	Wouter Jurie Fourie
Postal address: Park	PO Box 131 Persequor Park Pretoria 0020	Physical address:	Ascor House, Apex Corporate Quintin Brand St Persequor Park 0020
Telephone number:	0861113187	Fax number:	0861113521
E-mail address:	wouter@ascor.co.za		
Website:	www.ascor.co.za		

2. Introduction

The company provides professional consulting services to medium and large enterprises.

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, tel (011) 887-3600.

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 Ascor Consulting Services (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 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.4 Consumer Protection Act 68 of 2008
- 5.5 Criminal Procedures Act 51 of 1977
- 5.6 Electronic Communications and Transactions Act 25 of 2002
- 5.7 Income Tax Act 58 of 1962
- 5.8 Occupational Health and Safety Act 85 of 1993
- 5.9 Prevention of Combating of Corrupt Activities Act 12 of 2004
- 5.10 Prevention of Organised Crime Act 121 of 1998
- 5.11 Protection of Constitutional Democracy Against Terrorist and Related Activities Act 33 of 2004
- 5.12 Promotion of Access to Information Act 2 of 2000
- 5.13 Protection of Businesses Act 99 of 1978
- 5.14 South African Revenue Services Act 34 of 1997
- 5.15 Skills Development Levies Act 9 of 1999
- 5.16 Skills Development Act 97 of 1998
- 5.17 Unemployment Contributions Act 4 of 2002
- 5.18 Unemployment Insurance Act 63 of 2001
- 5.19 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 Pricelists
- 6.2 Reports
- 6.3 Marketing and promotional material
- 6.4 www.ascor.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 Compiler's reports
- 7.1.15 Record of assets
- 7.1.16 Record of liabilities
- 7.1.17 Record of revenue
- 7.1.18 Record of expenses

7.2 Statutory Company Records

- 7.2.1 Annual Statutory Returns
- 7.2.2 Certificate of Incorporation
- 7.2.3 Certificate to Commence Business
- 7.2.4 Memorandum and Articles of Association
- 7.2.5 Memorandum of Incorporation and alterations / amendments

7.3 Tax

- 7.3.1 Income tax returns
- 7.3.2 Provisional tax returns
- 7.3.3 Tax assessments
- 7.3.4 VAT documents
- 7.3.5 Vendors information

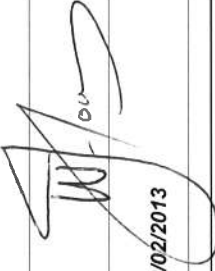
8. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Ascort Consulting Services (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 Ascot Consulting Services (Pty) Ltd, from the South African Human Rights Commission and at www.ascor.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:	Wouter Jurie Fourie
Signature:	
Date:	28/02/2013