

TRAVEL TODAY (PTY) LTD

# **PAIA MANUAL**

**Prepared in terms of section 51 of the  
Promotion of Access to Information Act  
2 of 2000 (as amended)**

**DATE OF COMPILATION: 26/05/2026  
DATE OF REVISION: 26/05/2026**

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### 1. LIST OF ACRONYMS AND ABBREVIATIONS

1.1	<b>“CIO”</b>	Chief Information Officer
1.2	<b>“DIO”</b>	Deputy Information Officer;
1.3	<b>“IO“</b>	Information Officer;
1.4	<b>“Minister”</b>	Minister of Justice and Correctional Services;
1.5	<b>“PAIA”</b>	Promotion of Access to Information Act No. 2 of 2000( as Amended;
1.6	<b>“POPIA”</b>	Protection of Personal Information Act No.4 of 2013;
1.7	<b>“Regulator”</b>	Information Regulator; and
1.8	<b>“Republic”</b>	Republic of South Africa

## 2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 2.3 know the description of the records of the body which are available in accordance with any other legislation;
- 2.4 access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.6 know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.9 know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

### 3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF TRAVEL TODAY (PTY) LTD

#### 3.1. Chief Information Officer

Name: Glenda Colleen Mancos  
Tel: 0137552146  
Email: colleen@traveltoday.co.za

#### 3.2. Deputy Information Officer

Name: Clinton Edmonds  
Tel: 0137552146  
Email: clintoned@mweb.co.za

#### 3.3 Access to information general contacts

Email: clintoned@mweb.co.za

#### 3.4 Head Office

Postal Address: PO Box 3222  
Nelspruit  
1200

Physical Address: BETSA Building  
1 Liebenberg Street  
Nelspruit  
1200

Telephone: 013 7552146

Email: clintoned@mweb.co.za

Website: [www.traveltoday.co.za](http://www.traveltoday.co.za)

**4. DESCRIPTION OF THE RECORDS OF TRAVEL TODAY (PTY) LTD WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION**

<b>LEGISLATION</b>	<b>RESPONSIBLE PARTY</b>
Basic Conditions of Employment Act 75 of 1997	Deputy Information officer
Broad-Based black Economic Empowerment Act, 2003	Deputy Information officer
Close Corporations amendment Act 25 of 2005	Deputy Information officer
Closed Corporation Act 69 of 1984	Deputy Information officer
Companies Act 71 of 2008	Deputy Information officer
Compensation for Occupational Injuries and Diseases Act 130 of 1993	Deputy Information officer
Competition Act 89 of 1998	Deputy Information officer
Consumer Protection Act 68 of 2008	Deputy Information officer
Copyright Act, 1978	Deputy Information officer
Credit Agreement Act, 1980	Deputy Information officer
Cybercrimes and Cybersecurity Bill B6-2017	Deputy Information officer
Electronic Communications and Transactions Act 25 of 2002	Deputy Information officer
Employment Equity Act 55 of 1998	Deputy Information officer
Financial Intelligence Centre Act 38 of 2001	Deputy Information officer
Income Tax Act 58 of 1962	Deputy Information officer
Intellectual Property Laws Amendments Act 38 of 1997	Deputy Information officer
Labour Relations Act 66 of 1995	Deputy Information officer
Non-profit Organisations Act 71 of 1997.	Deputy Information officer
Occupational Health and Safety Act 85 of 1993	Deputy Information officer
Promotion of Access to Information Act, 2000	Deputy Information officer
Protection of Personal Information Act 4 of 2013	Deputy Information officer
Skills Development Act 97 of 1998	Deputy Information officer
Skills Development Levies Act 9 of 1999	Deputy Information officer
The National Credit Act 34 of 2005	Deputy Information officer
Trademarks Act 194 of 1993	Deputy Information officer
Unemployment Insurance Act 63 of 2001	Deputy Information officer
Unemployment Insurance Contributions Act 4 of 2002	Deputy Information officer
Value Added Tax Act 89 of 1991	Deputy Information officer

## **5. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY TRAVEL TODAY (PTY) LTD**

### **5.1 Accounting records**

- 5.1.1 Annual financial statements and working papers
- 5.1.2 General ledger
- 5.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 5.1.4 Bank statements, cheque books, cheques
- 5.1.5 Customer and supplier statements and invoices
- 5.1.6 Deposit slips
- 5.1.7 Cash books and petty cash books
- 5.1.8 Fixed asset register
- 5.1.9 Tax returns and assessments
- 5.1.10 VAT returns
- 5.1.11 Lease or instalment sale agreements
- 5.1.12 Budgets and business plans
- 5.1.13 Insurance records
- 5.1.14 Investment records
- 5.1.15 Auditor's reports
- 5.1.16 Capital expenditure
- 5.1.17 Record of assets
- 5.1.18 Record of liabilities and obligations
- 5.1.19 Record of revenue
- 5.1.20 Record of expenses

### **5.2 Insurance**

- 5.2.1 Claim records
- 5.2.2 Details of coverage, limits and insurers
- 5.2.3 Insurance policies

### **5.3 Intellectual Property**

- 5.3.1 Designs, trademarks, trade names and protected names

### **5.4 Legal, Agreements and Contracts**

- 5.4.1 Acquisition or disposal documentation
- 5.4.2 Agreements with contractors, suppliers and clients
- 5.4.3 Agreements with customers
- 5.4.4 Agreements with governmental agencies

- 5.4.5 Distributor, dealer or agency agreements
- 5.4.6 Contracts, including lease agreements and finance agreements
- 5.4.7 Consumer Protection Act - disclosure by promotional competitions: full details, rules, etc.

## **5.5 Personnel Records**

- 5.5.1 Attendance register
- 5.5.2 Employee information records
- 5.5.3 Employee loans
- 5.5.4 Employee remuneration
- 5.5.5 Employment applications
- 5.5.6 Employee date of birth
- 5.5.7 Employment contracts
- 5.5.8 IRP 5 and IT 3 certificates
- 5.5.9 Leave applications
- 5.5.10 Maternity leave policy
- 5.5.11 Name and occupation of each employee
- 5.5.12 Payroll
- 5.5.13 Personnel file
- 5.5.14 Recruitment and appointments
- 5.5.15 Salary and wage registers
- 5.5.16 UIF, PAYE and SDL returns

## **5.6 Sales and Marketing**

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

## **5.7 Statutory Company Records**

- 5.7.1 Annual Statutory Returns
- 5.7.2 Certificate of Change of Name
- 5.7.3 Certificate of Incorporation
- 5.7.4 Certificate to Commence Business
- 5.7.5 Memorandum and Articles of Association
- 5.7.6 Memorandum of Incorporation and alterations / amendments
- 5.7.7 Register of Allotments
- 5.7.8 Register of company secretary and auditors
- 5.7.9 Register of directors and officers
- 5.7.10 Registration Certificate
- 5.7.11 Special resolutions

- 5.7.12 Shareholders' agreements

**5.8 Tax**

- 5.8.1 Income tax returns
- 5.8.2 Provisional tax returns
- 5.8.3 Tax assessments
- 5.8.4 Records relating to taxable gain or assessed capital loss
- 5.8.5 VAT documents

**6. PROCESSING OF PERSONAL INFORMATION**

**6.1. Purpose of Processing Personal Information**

To effectively run the business of the Entity and to ensure compliance with the relevant legislation

**6.2. Description of the categories of Data Subjects and of the information or categories of information relating thereto**

<b>Categories of Data Subjects</b>	<b>Personal Information that may be processed</b>
Customers / Clients	name, address, registration numbers or identity numbers, employment status and bank details
Service Providers	names, registration number, vat numbers, address, trade secrets and bank details
Employees	address, qualifications, gender and race

**6.3. The recipients or categories of recipients to whom the personal information may be supplied**

<b>Category of personal information</b>	<b>Recipients or Categories of Recipients to whom the personal information may be supplied</b>
Identity number and names, for criminal checks	South African Police Services
Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus

**6.4. Planned transborder flows of personal information**

None

**6.5. General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information**

Data Encryption; Anti-virus and Anti-malware Solutions.

**7. AVAILABILITY OF THE MANUAL**

7.1. A copy of the Manual is available-

7.1.1. on the company website if any;

7.1.2. head office of the Travel Today (Pty) Ltd for public inspection during normal business hours;

7.1.3. to any person upon request and upon the payment of a reasonable prescribed fee; and

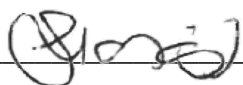
7.1.4. to the Information Regulator upon request.

7.2. A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

**8. UPDATING OF THE MANUAL**

The head of a Travel Today (Pty) Ltd will on a regular basis update this manual.

**Issued by**



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**Glenda Colleen Mancos**

**Director and Chief Information Officer**