SECTION 51 MANUAL
FOR
NORMA BEYL & ASSOCIATES CC

DETAILS OF TRADING ENTITY

Registered name:	Norma Beyl & Associates cc
Registration number:	1998322856/23
Postal address:	P O Box 51086, Musgrave, 4062
Physical address:	65 Oakleigh Drive, Berea, Durban
Telephone No.:	031 2072025
Fax: No.	031 2072026
E-mail:	infobiz@dbn.stormnet.co.za
Web Page:	www.infobiz.co.za
VAT Number:	486074160

CORPORATE DETAILS

Name of head of the company:	Norma Adele Beyl
Contact telephone number:	031 2072025
Contact fax number:	031 2072026
Contact cell number:	031 2072026
Contact e-mail:	norma@dbn.stormnet.co.za
Subsidiaries/branches:	none

RECORDS HELD BY NORMA BEYL & ASSOCIATES

Companies act records.

- Registration documents

Financial records

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking records
  Bank Statements
  Paid Cheques
  Electronic banking records
- Asset Register
- Rental Agreements
- Invoices (creditors and debtors)
- Petty cash receipts

Income Tax records

- PAYE
- Documents issued to employees for income tax purposes
- Records of payment to SARS on behalf of employees
- VAT returns
- Regional Services Levies
- Skills Development Levies
- UIF
- Workmen's Compensation

Personnel documents and records

- Employment contracts
- Medical Aid records
- Disciplinary records
- Salary and commission records