

**The Winery of Good Hope (Pty) Ltd**

*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, Act 2 of 2000 (The Act)

## **Section 51 Manual of The Winery of Good Hope (Pty) Ltd** (Registration number: 2000/020064/07)

### **1. Contact particulars**

Head of business:	Alex NJ Dale	Information officer:	Heather C Whitman
Postal address:	Postnet Suite 124 Private Bag X15 Somerset West 7129	Physical address:	Postnet Suite 124 Private Bag X15 Somerset West 7129
Telephone number:	021 855 5528	Fax number:	021 855 5529
E-mail address:	thewineryofgoodhope@thewineryofgoodhope.co.za		
Website:	<a href="http://www.thewineryofgoodhope.com">www.thewineryofgoodhope.com</a>		

### **2. Introduction**

The Winery Of Good Hope (Pty) Ltd is a dynamic company trading in the production, import and export of premium wines.

Some of our most prominent wines on offer derive from our well established brands, Radford Dale, Land of Hope, Vinum and The Winery Of Good Hope.

Across everything we create, The Winery of Good Hope aims first and foremost to provide its followers with complete quality.

### **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) 484-8300, fax (011) 484-7149.

### **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 The Winery of Good Hope (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 61 of 1973
- 5.3 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- 5.4 Currency and Exchanges Act 9 of 1933
- 5.5 Customs and Excise Act 91 of 1964
- 5.6 Employment Equity Act 55 of 1998
- 5.7 Income Tax Act 58 of 1962
- 5.8 Labour Relations Act 66 of 1995
- 5.9 Occupational Health and Safety Act 85 of 1993
- 5.10 Promotion of Access to Information Act 2 of 2000
- 5.11 Skills Development Levies Act 9 of 1999
- 5.12 Skills Development Act 97 of 1998
- 5.13 Stamp Duties Act 77 of 1968
- 5.14 Transfer Duty Act 40 of 1949
- 5.15 Unemployment Insurance Act 63 of 2001
- 5.16 Usury Act 73 of 1968
- 5.17 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 Pamphlets / Brochures



- 6.2 Pricelists
- 6.3 Marketing and promotional material
- 6.4 [www.thewineryofgoodhope.com](http://www.thewineryofgoodhope.com) Website

## 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 Insurance records
- 7.1.13 Auditor's reports
- 7.1.14 Inventory records
- 7.1.15 Systems documentation
- 7.1.16 Capital expenditure

### 7.2 Distribution and Transportation

- 7.2.1 Permits and licenses

### 7.3 Fixed Property

- 7.3.1 Leases

### 7.4 Information Technology

- 7.4.1 Client database
- 7.4.2 Hardware
- 7.4.3 Internet
- 7.4.4 Telephone lines, leased lines and data lines

### 7.5 Insurance

- 7.5.1 Claim records
- 7.5.2 Details of coverage, limits and insurers
- 7.5.3 Insurance policies

### 7.6 Intellectual Property

- 7.6.1 Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements.
- 7.6.2 Designs, trademarks, trade names and protected names

### 7.7 Personnel Records

- 7.7.1 Employment contracts
- 7.7.2 Health and safety records
- 7.7.3 IRP 5 and IT 3 certificates
- 7.7.4 Letters of appointment
- 7.7.5 Leave applications
- 7.7.6 Payroll
- 7.7.7 Personnel file
- 7.7.8 Salary and wage registers
- 7.7.9 Salary slips and wage records

- 7.7.10 Time records
- 7.7.11 Training and development
- 7.7.12 UIF, PAYE and SDL returns
- 7.7.13 Workmen's Compensation documents

## **7.8 Sales and Marketing**

- 7.8.1 Brochures, newsletters and marketing material
- 7.8.2 Customers
- 7.8.3 Products
- 7.8.4 Sales

## **7.9 Statutory Company Records**


- 7.9.1 Certificate of Change of Name
- 7.9.2 Certificate of Incorporation
- 7.9.3 Certificate to Commence Business
- 7.9.4 Dividend register
- 7.9.5 Directors' attendance register
- 7.9.6 Memorandum and Articles of Association
- 7.9.7 Minutes of shareholders' meetings
- 7.9.8 Minutes of directors' meetings
- 7.9.9 Register of directors and officers
- 7.9.10 Register of directors' shareholding
- 7.9.11 Resolutions
- 7.10.12 Founding Statement and amendments
- 7.10.13 Minute books

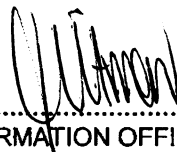
## **8. Requesting procedures**

A person who wants access to the records must complete the necessary request form, that is available at the offices of The Winery of Good Hope (Pty) Ltd, 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 The Winery of Good Hope (Pty) Ltd, from the South African Human Rights Commission and at [www.thewineryofgoodhope.com](http://www.thewineryofgoodhope.com)

  
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HEAD OF BUSINESS

  
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INFORMATION OFFICER