

SECTION 51 MANUAL FOR

Zidela Wines (Pty) Ltd

PREPARED IN TERMS OF THE REQUIREMENTS OF
THE PROMOTION OF ACCESS TO INFORMATION
ACT NO 2 OF 2000
(hereinafter referred to as "the Act")



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INTRODUCTION

The Promotion of Access to information Act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. The Act sets out the requisite procedures with any requests for information.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act, expressly provides that the information may not be released. In that context, Section 9 of the Act recognizes that access to information can be limited. The limitation relates to circumstances where its release would pose a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

PART I: CONTACT AND COMPANY DETAILS *[Section 51(1)(a)]*

Information Officer:

Postal Address: P.O. Box 3021
Matieland
7602
Telephone Number: 021 880-2936
Facsimile Number: 021 880-2937

General Information:

Name of Private Body: Zidela Wines (Pty) Ltd
Head of Private Body: Danie Kritzinger
Registration No: 2001/025670/07
Vat Registration No: 4170197372
Postal Address: P.O. Box 3021
Matieland
7602
Telephone Number: 021 880-2936
Facsimile Number: 021 880-2937
E-mail Address: daniek@zidelawines.co.za
Website: <http://www.zidelawines.co.za>

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PART 2: GUIDE TO THE MANUAL AND ITS ACCESS

At the time of the preparation of this Manual, the South African Human Rights Commission had not compiled the guide contemplated in Section 10 of the Act. It is understood that the guide is to contain such information as may reasonably be required by a person who wishes to exercise any rights contemplated in the Act. Therefore, any Enquirer relating to this guide should be directed to the CEO of the South African Human Rights Commission, Private Bag 2700, Houghton, 2041. Telephone (011) 484 8300 or Fax (011)484 1360. Further information may be accessed from the web site <http://www.sahrc.org.za/>

PART 3: RECORDS

Records are available in terms of Section 52(2) of the Act (records available without a person having to request access)

Not applicable.

RECORDS THAT ARE HELD AT COMPANY'S HEAD OFFICE

1. Personal records
 - 1.1 As provided by employees
 - 1.2 Conditions of employment and employee-related contractual records
2. Records relating to Customers
3. Records relating to Suppliers
4. Records relating to **Zidela Wines (Pty) Ltd**
 - Incorporation Documents and Records
 - Financial Documents and Records
 - Information Technology Records
5. Statutory records that at present include the following:
 - Basic Conditions of Employment No. 75 of 1997
 - Companies Act No. 61 of 1973
 - Income Tax Act No. 95 of 1967
 - Regional Services Councils Act No. 109 of 1985
 - Skills Development Levies Act No. 9 of 1999
 - Skills Development Act No. 97 of 1998
 - Unemployment Contributions Act No. 4 of 2002
 - Unemployment Insurance Act No. 63 of 2001
 - Value Added Tax Act No. 89 of 1991

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PART 4: INFORMATION REQUEST PROCEDURE

To request a document in terms of the Act, the requester must complete the prescribed form, annexed below. This must be submitted to the M.D. of **Zidela Wines (Pty) Ltd** or the Information Officer of **Zidela Wines (Pty) Ltd** . The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right that he/she is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right. If the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request. In terms of section 63 of the Act, the head of **Zidela Wines (Pty) Ltd** must refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual. Furthermore, the head of can refuse a request for access to a record of **Zidela Wines (Pty) Ltd**, if the record contains; trade secrets, financial, commercial scientific and technical information, the disclosure of which could harm the interests of **Zidela Wines (Pty) Ltd**. Similarly, in terms of section 64 of the Act, the above refusal grounds apply in respect of the commercial information of third parties held by **Zidela Wines (Pty) Ltd** access to such records will require the written permission of the third party concerned before **Zidela Wines (Pty) Ltd** will permit access to view.

In accordance with the above mandatory refusal grounds, the M.D./Information Officer will make a decision whether to accede to a request for access to information.

Any search, reproduction and document preparation necessitated by requests for information will be undertaken in accordance with the prescribed fees. The prescribed fees are available on the following website: <http://www.sahrc.org.za/>

PART 5: MANUAL AVAILABILITY

In accordance to the availability of this manual at the South African Human Rights Commission, Copies may also be obtained from the Information Officer of **Zidela Wines (Pty) Ltd**. In respect of hard copies, any transmission costs/postage will be for the account of the requester

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FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- | | |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached. |

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> person.
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Full names and surname:

Identity number:

D. Particulars of record

- | | |
|-----|--|
| (a) | Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. |
| (b) | If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios. |

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

E. Fees

- | |
|--|
| <p>(a) A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be <i>notified of</i> the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record.</p> <p>(d) If you qualify for exemption <i>of</i> the payment <i>of</i> any fee, please state the reason for exemption.</p> |
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Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Mark the appropriate box with an X.	
<p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE