



**STELLENBOSCH
VINEYARDS**

STELLENBOSCH VINEYARDS (PTY) LTD

Reg. No: 1997/000593/07

Switchboard: +27 (0) 21 881 3870

Fax: +27 (0) 21 881 3102

R310, Lynedoch, Stellenbosch, South Africa, 7600

PO Box 465, Stellenbosch, South Africa, 7599

www.stellenboschvineyards.co.za

Promotion of Access to Information Act

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000 ('the Act') FOR

Stellenbosch Vineyards (Pty) Ltd including the following subsidiaries:

- Wine People Europe Limited

Stellenbosch Vineyards (Pty) Ltd including the following associates:

- Thandi Wines (Pty) Ltd

The Stellenbosch Vineyards Group Ltd including the following subsidiaries:

WHOLLY OWNED DIRECT SUBSIDIARIES

- Stellenbosch Vineyards (Pty) Ltd

WHOLLY OWNED INDIRECT SUBSIDIARIES

- Wine People Europe Limited

Company Overview:

Stellenbosch Vineyards is engaged principally in the manufacture processing and packaging of products of the vine and the distribution thereof to wholesalers and retailers as well as directly to members of the public. It is known internationally for brands such as Welmoed Arniston Bay Versus and Kumkani.

PART I

(Information required under section 51(1)(a) of the Act)

Contact Details

Company secretary: JG de Villiers

Name of Body: Stellenbosch Vineyards

Physical Address: R310 Welmoed Estate Lynedoch 7603

Postal Address: PO Box 465 Stellenbosch 7599

Email: info@stellvine.co.za

Fax: 021 881 8003

PART II

(Information required under section 51(1)(b) of the Act)

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of Section 10 of the Act by no later than August 2003. Any queries should be directed to:

The South African Human Rights Commission:

PAIA Unit The Research and Documentation Department

Postal Address: Private Bag 2700 Houghton, 2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

PART III

Categories of records which are available without a person having to request access in terms of the Act:

- Annual Report
- Annual Financial Statements
- Organisational Structure
- The website www.stellenboschvineyards.co.za

PART IV

(Information required under section 51(1)(d) of the Act)

Records are kept as required by the following legislation:

Income Tax Act 58 of 1962

Customs and Excise Act 91 of 1964

Companies Act 61 of 1973

Liquor Act 27 of 1989

Liquor Products Act 60 of 1989

Value Added Tax Act 89 of 1991

Compensation for Occupational Injuries and Diseases Act 130 of 1993

Labour Relations Act 66 of 1995

Basic Conditions of Employment Act 75 of 1997

National Water Act 36 of 1998

Employment Equity Act 55 of 1998

National Environmental management Act 107 of 1998

Skills Development Levies Act 9 of 1999

Unemployment Insurance Act 63 of 2001

Environment Conservation Act 73 of 1989

Trade Marks Act 194 of 1993

PART V

The Request Procedures

i. Form of request

- The requester must use the prescribed form to make the request for access to a record. This must be made to the contact person given in Part I above. This request must be made to the address, fax number or electronic mail address as given in Part I above.
- The requester must provide sufficient detail on the request form to enable the contact person to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the contact person.

ii. Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The fee that the requester must pay to a private body is R50. The requester may lodge an application



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to the court against the tender or payment of the request fee.

- After the contact person has made a decision on the request, the requester will be notified in the required form.
- If the request is granted then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

PART VI

(Other information as may be prescribed under section 51(1)(f))

The Minister of Justice and Constitutional Development has not made any regulations in this regard

PART VII

(Availability of manual under section 51(3))

This manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of Stellenbosch Vineyards Ltd. Copies may also be requested from the South African Human Rights Commission and the Government Gazette. The manual is also published on Stellenbosch Vineyards's website referred to above.

PART VIII

(Prescribed forms and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za), under the "regulations" section.