



# CERTIFICATION MANUAL FOR PARTICIPANTS TO THE WINE OF ORIGIN SCHEME

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## INDEX

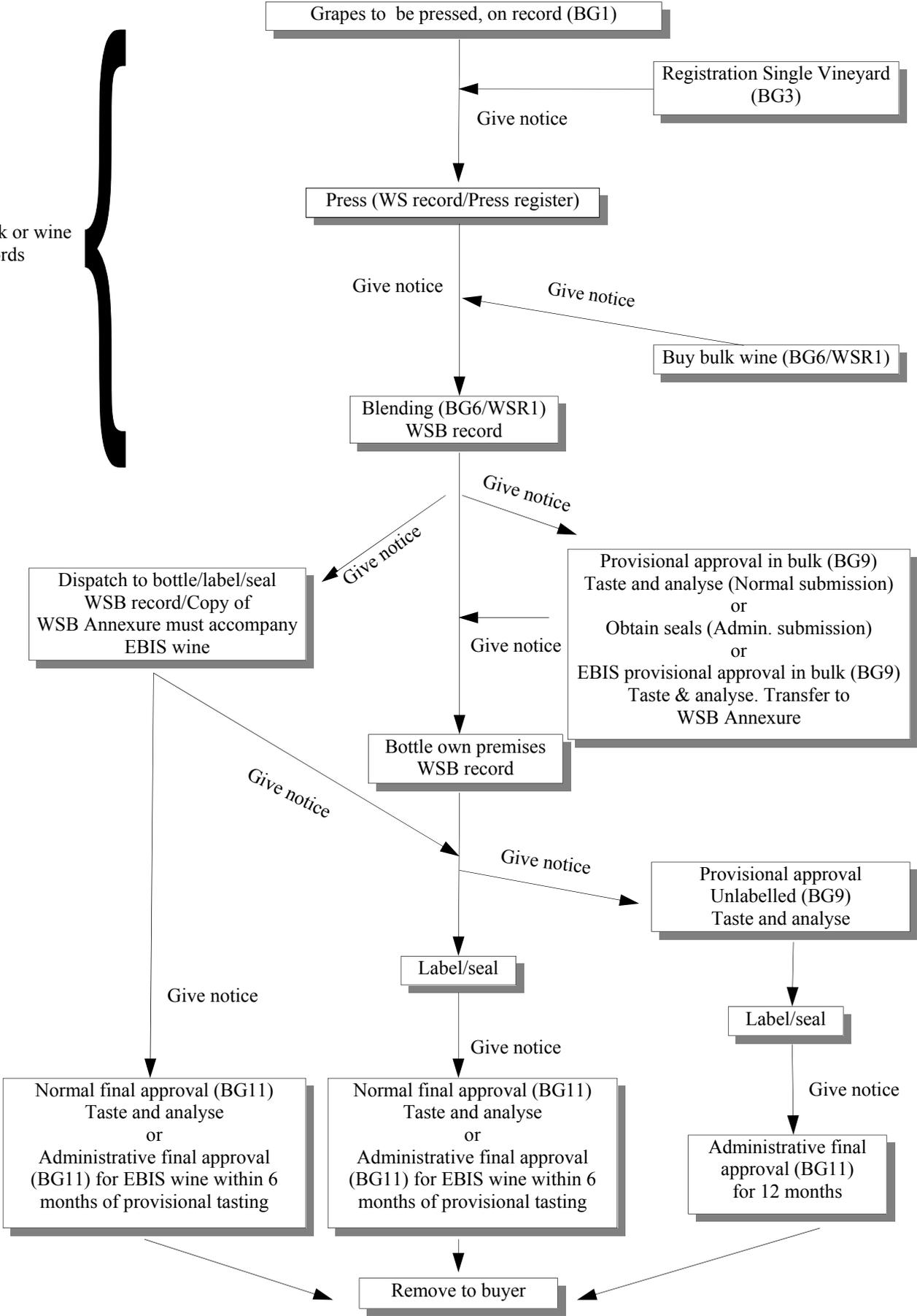
	Page
<b><u>The certification process</u></b>	
1 Introduction	5
2 Important concepts	5
3 Pressing of grapes	8
4 Blending	10
5 Intake of wine	10
6 Use of topping wine	11
7 Identification of wine in vats and lots of vats	11
8 Delivery / Sale of Bulk wine	12
9 Bottling on own premises	12
10 Transfer for stabilisation, bottling and labelling (Services)	12
11 Return of wine	13
12 Identification of unlabelled, bottled wine	14
13 Administrative provisional submission (without samples) (application for seals)	14
14 Normal provisional submission (with samples)	15
15 EBIS (Once off evaluation of wine in bulk) (with samples)	15
16 Administrative final submission EBIS Wine (sensorial evaluation in bulk) (6 months exemption)	16
17 Administrative final submission (without samples) (approved in bottled form) (12 months exemption)	16
18 Normal final submission (with samples)	17
19 Substitution of labels and seals of final approved wine	18
20 Wine Online (WOL)	19
21 Removal of alcohol from wine (Table 7 - Act 60,1989)	19
22 Bag-in-a-box	20
<b>ANNEXURES</b>	
1A BG1-application	21
1B BG3-application (Single vineyard wine)	22
2 WS record (front)	23
3 Pressing cultivars together with retention of cultivar claims	24
4 Press register	25
5 WS record (inside)	26
6 Tank and wine record	27
7 Requirements for noble late harvest / Special late harvest / Wine from naturally dried grapes	28
8 BG6/WSR1: Blending	29
9 WSB record: Blending	30
10 BG6/WSR1: Intake	31
11 SAWIS6/DA32	32
12 Use of topping wine. Identification of vats and lots of vats	33
13 Notice of Bottling	34
13A WSB record: Bottling	35
14A BG5: Transfer (wine for bottling or bottled wine only)	36
14B BG5: Transfer (wine and seals)	37
14C BG5: Transfer (seals only)	38
15 BG9: Administrative – Bulk	39
16 BG9: Administrative – Bottles	40
17 WSB record: Provisional submissions	41
18 BG9: Normal – Bulk	42
19 BG9: Normal – Bottles	43
20 BG9: Normal – Special tariff	44
21 Notice periods for submissions: Centrally tasted	45
22 Notice periods for submissions: Decentralised tastings (Paarl & Stellenbosch)	46
22A Notice periods for submissions: Decentralised tastings (Robertson, Worcester & Breedekloof)	47
22B Notice periods for submissions: Decentralised tastings (Olifants River)	48
23 BG11: Administrative	49
24 WSB record: Final submissions	50
25 BG11: Normal	51
26 BG11: Bulk export	52
27 BG10: Disposal of seals	53
28 BG7: Substitution of labels and seals of wine already finally approved	54

	Page
29 Prescriptions EBIS wine (Once off evaluation of wine in bulk)	55
30 WSB Annex (front)	58
31 WSB Annex (reverse side)	59
32 Wine Online (WOL)	60
33 Notice of Pressing	61
34 BG 11 A	62
35 Lab form 11 A	63

**THE CERTIFICATION PROCESS**

A simple graphic representation of the certification process. Obviously all permutations can not be set out herein.

Tank or wine records



## 1. INTRODUCTION

This manual is meant as an aid for participants to the Wine of Origin Scheme. The scheme is drawn up in “legal language” which sometimes makes practical application difficult. Especially since the certification procedures have become more complex in order to speed up the process. The complexity of the system is therefore in direct relation to the flexibility and speed of the process. Keep in mind that the manual tries to give practical effect to the scheme, but that the scheme and where applicable, the regulations, is still the authoritative source.

The “Responsible person: \_\_\_\_\_” spaces that you’ll find in the manual are for participants to fill in the name of the person on the participant’s premises responsible for the process concerned. This will not only facilitate internal control, but will also assist the inspectors in performing their tasks.

The objective of the certification process is to verify and substantiate claims with regard to origin, cultivar and vintage in terms of the Wine of Origin Scheme. Consumers and governments world-wide demand and obligate such a process. The credibility of our system depends on:

- ⇒ Integrity of participants.
- ⇒ Notice of intended actions followed by inspection beforehand, during or after action.
- ⇒ Sampling and handling of samples by a third party (Inspection Services).
- ⇒ Issuing and monitoring of certification seals by an independent party (Certification and Inspection Services).
- ⇒ Sensorial and analytical evaluation of wine by third parties with comparisons between analytical results performed at various stages.
- ⇒ Accurate and comprehensive record keeping by participants.

## 2. IMPORTANT CONCEPTS

### 2.1 Working day

Any working day of the week (Monday to Friday) from 07:00 to 16:30. A public holiday is not a working day, except in the case of normal provisional and final submissions (with samples).

One working day’s notice means that if you give notice at 10:30 on a Tuesday, the Wednesday will be regarded as the notice day. The intended action may therefore only proceed after 16:30 on the Wednesday. If notice is received before 07:00 of any working day (Monday to Friday), that day will be regarded as the notice day. For example, if a BG11 application is received at our fax at 06:30 on a Tuesday, that Tuesday will be regarded as the notice day, and the intended action may commence after 16:30 on that Tuesday.

### 2.2 Notice

#### 2.2.1 Oral

Oral notice may only be given telephonically to one of the under-mentioned persons (Certification Services) at the corresponding telephone numbers. If the number you dial is engaged your call will automatically be transferred to one of the other numbers.

Certification Services:

Mary-Ann Butshingi (021-8075750); Carin Stemmet (021-8075732); Anneline du Plessis (021-8075733); Hennie de Wit (021-8075730); Frede Rust (021-8075737); Arnold van der Westhuizen (021-8075734); Sheridene Sitzer (021-8075735); Joshua Daniels (021-8075736); Sanet le Roux (021-8075738); Werner Victor (021-8075759); Lizet Vaughan (021-8075760); Nashley Arnold (021-8075731); Chanelle Samuels (021-8075748); Yolandi Clayton (021-807 5764).

Oral notice may be given in the following instance:

⇒ Notice of speedline (see paragraph 17.3, page 17)

Inspection Services:

**Worcester area:** S A Du Plessis (083 444 6940) *Fax no (021-872 2607)*; Theo Reese (083 444 6964); Deon Mouton (083 444 6927); Giepie Kriel (083 500 7854);

**Stellenbosch area:** Jacques Laker (083 444 6972) *Fax no (021-807 6023)*; De Wet Swanepoel (083 444 6938); Pieter Vos (083 444 6970); André le Roux Goosen (083 444 6937);

**Paarl area:** Paul Stemmet (083 444 6939) *Fax no (021-863 4404)*; Cobus Kroese (083 444 6869); David Loth (083 444 6962); Albert Morkel (083 444 6971); Jaco Cloete (083 444 6946); Patrick Butshingi (083 477 7033);

**Robertson area:** Carel van der Merwe (083 444 6950) *Fax no (023-626 6025)*; Johan Huisamen (083 444 6965); Dirk Rossouw (083 444 6961); Sakhiwo Ncokolo (083 500 7855).

Oral notice may be given in the following instance:

⇒ Application for normal provisional or final approval (with samples) (see annexure 21, 22, 22A and 22B)

⇒

2.2.2 Written

Written notice may -

- ⇒ be handed in personally at Certification Services (SAWIS, 312 Main Road, Paarl);
- ⇒ be handed to an inspector on your premises;
- ⇒ be faxed or sent by e-mail as indicated below.

E-mail and fax

Certification services' fax numbers and e-mail addresses are as follows:

(021) 807 6026 or <a href="mailto:carin@sawis.co.za">carin@sawis.co.za</a>	/	(021) 807 6028 or <a href="mailto:anneline@sawis.co.za">anneline@sawis.co.za</a>	/
(021) 807 6030 or <a href="mailto:dewit@sawis.co.za">dewit@sawis.co.za</a>	/	(021) 807 6034 or <a href="mailto:freder@sawis.co.za">freder@sawis.co.za</a>	/
(021) 807 6029 or <a href="mailto:arnold@sawis.co.za">arnold@sawis.co.za</a>	/	(021) 807 6032 or <a href="mailto:rozierss@sawis.co.za">rozierss@sawis.co.za</a>	/
(021) 807 6031 or <a href="mailto:danielsj@sawis.co.za">danielsj@sawis.co.za</a>	/	(021) 807 6027 or <a href="mailto:sanet@sawis.co.za">sanet@sawis.co.za</a>	/
(021) 807 6037 or <a href="mailto:mary-ann@sawis.co.za">mary-ann@sawis.co.za</a>	/	(021) 807 6025 or <a href="mailto:wvictor@sawis.co.za">wvictor@sawis.co.za</a>	/
(021) 807 6033 or <a href="mailto:lizet@sawis.co.za">lizet@sawis.co.za</a>	/	(021) 871 1361 or <a href="mailto:nashley@sawis.co.za">nashley@sawis.co.za</a>	/
(021) 807 6034 or <a href="mailto:chanelle@sawis.co.za">chanelle@sawis.co.za</a>			

Please send the type of notice as indicated in the first column of the table below to the fax number(s) or e-mail address(es) indicated in the columns opposite thereto:

Notice of	E-mail	Fax
Pressing	-	Inspection Services
Blending	<a href="mailto:chanelle@sawis.co.za">chanelle@sawis.co.za</a> <a href="mailto:freder@sawis.co.za">freder@sawis.co.za</a>	(021) 807 6034
Intake	<a href="mailto:chanelle@sawis.co.za">chanelle@sawis.co.za</a> <a href="mailto:freder@sawis.co.za">freder@sawis.co.za</a>	(021) 807 6034
Bottling	Certification Services	Certification Services
Transfer	<a href="mailto:wvictor@sawis.co.za">wvictor@sawis.co.za</a>	(021) 807 6025
Return of wine	<a href="mailto:chanelle@sawis.co.za">chanelle@sawis.co.za</a> <a href="mailto:freder@sawis.co.za">freder@sawis.co.za</a>	(021) 807 6034
Administrative provisional submission	<a href="mailto:rozier@sawis.co.za">rozier@sawis.co.za</a>	(021) 807 6032
Provisional submission (with samples)	Telephone	Inspector
Administrative final submission	<a href="mailto:lizet@sawis.co.za">lizet@sawis.co.za</a>	(021) 807 6033
Final submission (with samples)	Telephone	Inspector
Speedline Admin Final submission	Phone inspector and Certification e-mail to <a href="mailto:arnold@sawis.co.za">arnold@sawis.co.za</a> or	Services in all instances and Fax to (021) 807 6029
Substitution of labels and seals	<a href="mailto:lizet@sawis.co.za">lizet@sawis.co.za</a>	(021) 807 6033

### 2.3 Wine/records/responsible person

Participants must ensure that the must/sweet reserve/wine concerned and records are ready for inspection at 08:00 on the working day following on the day of the notice. A responsible person must also be available on the premises at all times to assist the inspector. If not, the participant will be charged for the wasted costs and notice will have to be given anew. If, therefore, you know that a responsible person will not be available, please make timely arrangements with the inspector concerned.

Ensure that the wine and records concerned are ready immediately after notification in the case of special requests (R300, after hours applications and speedline).

### 2.4 Tank/Wine record

The Wine of Origin Scheme requires that tank and wine records be kept from the time of pressing. This requirement must be strictly adhered to as it enables Inspection Services to track down high yields timeously and to monitor the movement of must and wine at an early stage.

### 2.5 Blank WSB records

Blank WSB records will be issued to participants. Upon receipt of an applicable notice, a WSB number will be issued to the giver of the notice. This WSB number together with the other relevant particulars of the wine concerned, must be recorded on a blank WSB record.

Please contact Inspection Services at the numbers mentioned in paragraph 2.2.1, should you run out of blank records.

### 2.6 Bottling organisation

An organisation which has bottling as its main function. Currently Breëriviervallei Bottling Co-operative (BBC), The Company of Wine People (SBC), Paarl Valley Bottling Company (PBC), Rostberg Bottling,

Origin Bottling, Quality Bottling, Cape Wine Bottling, Deetlefs Bottling, Koelenhof Bottling, Vinpac (Wellington and Tulbagh), Wynland Bottling (ZS Wines) and Imbuko.

## **2.7 SAWIS6/DA32 form**

This form is a requirement of Customs and Excise and for the industry's information system and wine of origin. (Annexure 11)

## **3 PRESSING OF GRAPES**

### **3.1(a) BG1 application [Annexure 1A]**

BG1 applications are posted to participants during October. Participants complete the BG1 application. Such an application must be submitted to Certification Services at least 30 days before the expected date on which pressing will commence. Certification Services allocates WS numbers on a BG1 application. Members of Inspection and Certification Services will gladly assist with the completion of BG1 forms.

### **3.1 (b) BG3 application Single vineyard wine (Annexure 1B)**

In order to claim single vineyard wine on a wine label, you need to comply with the following criteria:

- (i) Complete BG 3 - application for registration (Annexure 1B). This is a once off and is applicable as long as the particular unit remains unchanged (6 hectare maximum).
- (ii) Each vintage must be produced on a separate WS record. Indicate the block number/ name in the appropriate column. Also indicate the farm number concerned.
- (iii) Various vintages of a particular registered unit may be blended together.
- (iv) Various single vineyard wines may be blended together, and mentioned on the label, but the expression "single vineyard wine" may not be indicated on the label.
- (v) In the event that other wine be added to a single vineyard wine (blend) no mention may be made to single vineyard wine.

Responsible person: \_\_\_\_\_

### **3.2 WS record (green sheet) [Annexure 2 – front of WS record]**

Blank WS records together with a letter of authorisation on which the WS numbers are indicated per cultivar are handed to every participant. Participants can obtain the WS numbers from the SAWIS webpage. An inspector will deliver the documents after it is received from the Certification Department. Participants are responsible for the completion of all the information on the WS record. NB: WS number, name of participant, origin, cultivar and vintage must be fully furnished on the front of the record where applicable.

Responsible person: \_\_\_\_\_

### **3.3 Notice of pressing**

One (1) working day's notice per cultivar is required. Notice must be faxed to the appropriate Inspector. (see fax numbers Inspection Services, page 6). The following particulars must be furnished : WS number, date of pressing, cultivar concerned, origin, address of the premises concerned. Only give

notice once of the commencement of the pressing of grapes per cultivar.

With regard to grapes for wine from naturally dried grapes, noble late harvest wine and single vineyard wine a 3 days notice must, however, be given every time as special control is required. (Annexure 33)

Responsible person: \_\_\_\_\_

### 3.4 **Short notice**

It may for divers reasons not always be possible to give timeous notification of the pressing of grapes. Participants will therefore largely be accommodated in this regard and short notice will only be rejected in exceptional cases. In practice however, it often happens that participants do not give notice of the pressing of grapes at all. This practice is unacceptable and may jeopardise the certification of a particular wine.

### 3.5 **Pressing cultivars together with retention of cultivar claims** [Annexure 3]

Participants who wants to press grapes from different cultivars (instead of officially blending wine originating from different grape cultivars pressed separately) and still wants to claim the name of one or more of the various grape cultivars on the final product, must follow the instructions as set out in Annexure 3.

Responsible person: \_\_\_\_\_

### 3.6 **Press register – own grapes** [Annexure 4]

The relevant particulars of the grapes concerned must be registered before 10:00 on the day which follows on the day on which pressing commenced. If the press register is kept electronically the following applies-

- ⇒ The program (an explanation thereof) must be approved by Certification Services; and
- ⇒ All relevant information must be displayed on the computer printout (inspector will assist in compiling such a program).
- ⇒ The computer printout must be available to the inspector on a daily basis, to facilitate inspection.

Responsible person: \_\_\_\_\_

### 3.7 **Press register – grapes purchased** [Annexure 4]

All required information must be kept up to date. Specifically the name of the producer and the farm number as displayed on the BG1, must be indicated in full on the press register/computer printout. This information is important to control claims with regard to origin and cultivar.

Responsible person: \_\_\_\_\_

### 3.8 **WS record** [Annexure 5]

All movements of wine must be recorded in full on this record.

Responsible person: \_\_\_\_\_

**3.9 Tank and wine records** [Annexure 6]

Tank and wine records are compulsory and supplementary to the WS record to form a complete flow chart of the wine.

Responsible person: \_\_\_\_\_

**3.10 Noble late harvest wine, special late harvest wine and wine from naturally dried grapes** [Annexure 7]

Annexure 7 sets out the legal requirements with which these types of wines must comply.

Responsible person: \_\_\_\_\_

**4 BLENDING** [Annexures 8 & 9]**4.1 Notice**

One (1) working day's notice of the intended blending of must, sweet reserve or wine must be given. Notice must be given in writing on the BG6/WSR1 form. This form must be completed in full as indicated in Annexure 8.

**4.2 Blending action**

The BG6/WSR1 form concerned with a WSB number indicated thereon will be faxed to the participant after verification by Certification Services. The participant can now continue with the blending action and must open a blending record (WSB record).

**4.3 WSB record (pink sheet)**

The inside of the record must be completed in full. The date of action, the SAWIS6/DA32 number (where applicable), ex WS or WSB numbers, litres, blending tank number, containers or number and capacity of vats must be indicated. Also the origin, cultivars, vintage (if necessary) and from whom the wine was received (where applicable). See Annexure 9.

Responsible person: \_\_\_\_\_

**4.4 Blending of production areas**

Where wines of different production areas are blended it may be indicated on the label in descending order according to volume eg. Wine of Origin Stellenbosch and Paarl. If the volume of an area is less than 30 % percentages must be indicated eg. Wine of Origin Stellenbosch (85 %) and Paarl (15 %).

**5. INTAKE OF WINE** [Annexures 10 & 11]**5.1 Notice**

A person that intends to take in must, sweet reserve or wine (owner or his agent/proxy), must give notice in writing on a BG6/WSR1 form (Annexure 10) (paragraph 5.3)

One (1) working day's notice of a intended intake must be given. If a receiver prefers that Inspection

Services perform the necessary control before transfer takes place a BG6/WSR1 must be handed in at least 7 working days before intended transfer. It must be indicated on the BG6/WSR1 that physical control is required.

## 5.2 Short notice

### 5.2.1 Where physical control is not required by the participant

When you give notice you will be informed if your short notice is not acceptable. When you hand the BG6/WSR1 concerned to an inspector on your premises or to an official at Certification Services you will thus be informed by such inspector or official immediately. If you gave notice by fax you will be contacted if your short notice is not acceptable. Keep in mind that in such cases control could take place afterwards. The receiver is therefore at risk that the certification claims of the wine concerned could be scrapped if the control indicates that not all details are correct. If the wine has in the mean time been blended with other wine, the blended wine runs the same risk.

If you are not informed that your short notice is not acceptable you may proceed with the action concerned at the time indicated by you.

### 5.2.2 Where physical control is required by the participant

A shorter notice period of no less than 3 working days will be allowed. Whereas control is a requirement you will be charged with the cost thereof.

## 5.3 Remarks

On receipt of a notice a WSB number, if applicable, will be allocated and furnished to the notifier/receiver. The notifier/receiver must record this number as well as other information regarding the must, sweet reserve or wine on a WSB record. The transferor of the wine must ensure that a SAWIS6/DA32 form (Annexure 11), completed in full, accompanies the wine.

Responsible person: \_\_\_\_\_

## 6. USE OF TOPPING WINE [Annexure 12]

The provisions of the Wine of Origin Scheme with regard to the use of topping wine are explained in Annexure 12.

Responsible person: \_\_\_\_\_

## 7. IDENTIFICATION OF WINE IN VATS AND LOTS OF VATS [Annexure 12]

It is a requirement that vats and lots of vats in which wine are stored be identified clearly. Annexure 12 provides guidelines in this regard.

Responsible person: \_\_\_\_\_

## 8. DELIVERY / SALE OF BULK WINE (EXCLUDING DELIVERY TO BOTTLING ORGANISATIONS)

Where bulk wine is delivered / sold to another institution (bottling organisations excluded) a SAWIS 6 / DA 32 must always be completed by the deliverer of said wine with complete information of deliverer, receiver, delivery date, estimated kilogram / volume or actual volume where possible. It is of utmost importance that the Ex Tank number, variety, origin, vintage, Ex WS / WSB number and receiving WSB number be indicated. See annexure 11.

A BG 6 / WSR 1 must be completed by the owner / agent / proxy for the wine. See paragraph 5 Intake of wine.

## 9. BOTTLING ON OWN PREMISES [Annexure 13]

### 9.1 Notice

One (1) working day's notice of the intended bottling of wine must be given. Notice may be given by means of a weekly program or per separate product. Notice(s) must be sent to SAWIS, Main Street, Paarl. The following particulars must be furnished : WS or WSB number, date, certifiable claims, tank/vat number, volume and address of premises. See paragraph 2.2.2 (Annexure 13)

### 9.2 Remarks

Upon receipt of a notice a WSB number, if applicable, will be allocated to you. The number together with the other applicable particulars must be recorded on a WSB record. See Annexure 13.

Responsible person: \_\_\_\_\_

## 10. SERVICES (TRANSFER FOR STABILISATION, BOTTLING AND LABELLING) [Annexures 10, 11 & 14]

If above-mentioned actions are contemplated, the following procedure must be followed:

10.1 The owner of wine (or his agent/proxy) who wants to transfer wine for stabilising, bottling and/or labelling must give one (1) working day's notice. Notice must be given as follows:

⇒ **Orally (only for bottling organisation - refer 2.6 p7)**

Transfer to a bottling organisation where certification seals will not accompany the wine.  
Contact Certification Services for a WSB number.

⇒ (only SAWIS 6/DA32 is required)

⇒ **In writing per BG5:**

Transfer of unlabelled, bottled wine; or  
Transfer of unlabelled, bottled wine and seals; and  
Transfer of seals

⇒ **In writing per BG6/ WSR 1:**

Transfer of bulk wine (not bottling organisations)

10.2 Certification Services will supply you with a WSB number. Record this number on the SAWIS6/DA32 form that will accompany your wine. The organisation which will perform the actions of

stabilisation, bottling and/or labelling must record this WSB number together with the other particulars of the wine on a WSB record.

10.3 A SAWIS6/DA32 form, completed in full, must accompany the wine which is to be transferred.

10.4 The participant transferring the wine must also record the WSB number provided by Certification Services as well as the volume of wine transferred on his own records (WS or WSB record).

Responsible person: \_\_\_\_\_

## 11. **RETURN OF WINE**

Wine which has been transferred to another premises for stabilisation, bottling and/or labelling and which has been finally approved on those premises, may be removed therefrom without notice.

If the wine concerned has not been finally approved and are not on the premises of a bottling organisation (Refer to point 6, page 7) it can, according to the provisions of paragraph 10 above, be transferred (but only for purposes of stabilisation, bottling and/or labelling) or returned to the premises from which it was originally transferred. The general rule is that wine which has not been finally approved can only be returned to the participant's original premises. Participants, however, can make arrangements with their inspectors in case of an emergency. This usually happens when wine, already labelled and sealed, has to be transferred without delay to premises in other provinces before it has been finally approved. Keep in mind that the participant has to see to the return of the wine if disapproved at final submission. At bottling organisations standard practises have developed in this regard and the following procedure applies:

### 11.1 **Return of wine by bottling organisation (refer 2.6 –p7)**

#### 11.1.1 **Unlabelled, bottled, not finally approved wine and seals returned to participant**

- ⇒ Contact owner of wine for a receipt WSB number. If not in possession of a WSB number, contact Certification Services for a receipt WSB number.
- ⇒ Record this WSB number and other required particulars on a BG5 form/ WSB record.
- ⇒ Fax BG5 to Certification Services who will adjust the seal bank en supply the 2 inspectors concerned with copies of the BG5.
- ⇒ Complete SAWIS6/DA32 form.
- ⇒ Hand BG5 and SAWIS6/DA32 to truck driver to deliver it together with the wine to the participant.

#### 11.1.2 **Bottled wine already labelled and sealed of which samples for final approval must be taken at the participant**

- ⇒ Give notice of intended action to inspector concerned (bottling organisation's inspector).
- ⇒ Complete BG11 and attach required labels thereto.
- ⇒ Complete duplicate WSB record. Use existing WSB number.
- ⇒ Complete a SAWIS6/DA32 form.
- ⇒ Send BG11, WSB record and SAWIS6/DA32 with truck.
- ⇒ If seals must be disposed of, send the seals concerned as well as the seal receipt with the truck.
- ⇒ Give notice to participant's inspector that samples will have to be taken at participant.

### 11.1.3 Transfer of wine already sampled for final submission before date of tasting

- ⇒ Give notice of intended action to inspector concerned (bottling organisation's inspector). He will accordingly inform the participant's inspector.
- ⇒ Complete a SAWIS6/DA32 form and fax to Certification Services. Remember to indicate origin, vintage, cultivar, quantity and date of tasting on the SAWIS6/DA32.
- ⇒ A copy of the BG11 of the wine concerned together with the SAWIS6/DA32 must be faxed to Certification Services. Clearly indicate on the BG11 "REMOVED BEFORE FINAL".
- ⇒ SAWIS6/DA32 and a copy of the BG11 must accompany the truck.

Responsible person: \_\_\_\_\_

## 12. IDENTIFICATION OF UNLABELLED BOTTLED WINE

For the sake of efficient control all unlabelled, bottled wine must be identified properly. This is done by:

- ⇒ Affixing a clearly legible identification mark on which at least the WSB number concerned and the date of bottling must appear on at least every tenth bottle. Crates must also be clearly marked with a label which displays the quantity of bottles in each crate, date bottled and WSB number.

Alternative methods of identification can also be approved. Submit a written request to the Board.

Responsible person: \_\_\_\_\_

## 13. ADMINISTRATIVE PROVISIONAL SUBMISSION (WITHOUT SAMPLES)

[Annexures 15, 16, 17 & 32]

With an administrative provisional submission the wine is not sampled for sensorial and analytical evaluation. It is in effect an application for the issuing of certification seals.

### 13.1 Notice

One (1) working day's notice must be given of an application for administrative provisional approval. Notice must be given in writing (see paragraph 2.2.2) per BG9 form. Please indicate in the appropriate block on the BG9 form that this is an administrative application.

### 13.2 Remarks

Results of applications (on SAWIS webpage or telephonically available from Certification Services) and seals will be available after the expired notice period. For example, you give notice at 14:00 on a Tuesday. The results and seals will be available from 08:00 on the Thursday. When the seals are received, the application number and code range of the seals allocated must be indicated on the WSB record concerned in order to prevent possible duplication during submission in bottle. Complete the WSB record concerned with regard to "Particulars of provisional submission and seals allocated" - see Annexure 17.

The BG9 application must be completed in full as set out in Annexures 15 (bulk) and 16 (bottles).

Responsible person: \_\_\_\_\_

**14. NORMAL PROVISIONAL SUBMISSION (WITH SAMPLES) [Annexures 17 to 22 & 32]**

With a normal provisional submission samples of the wine concerned are taken for sensorial and analytical evaluation. Wine can be submitted in either bulk (Annexure 18) or in bottle (Annexure 19). If in bulk, please ensure that the containers submitted correlate with the WS/ WSB record and tank or wine records concerned. Wine submitted and approved in bottle, can afterwards make use of administrative final submissions for a period of 12 months. Wine submitted administratively provisionally (to obtain seals) and has since been bottled, but not yet labelled, can make use of normal provisional submission at a special (lower) tariff (Annexure 20). Subsequently, if approved, it can make use of administrative final submissions for a 12 month period. Please ensure that the unlabelled bottled stock are stored in such a way that it can easily be controlled by the inspector. The special tariff normal provisional submission can also be utilised for any other purpose – as long as the certification seals for the wine concerned have already been issued.

When a submission (bulk or bottled) takes place from a WSB record the participant must record all relevant information on the WSB record concerned under the title “Particulars of provisional submission and seals allocated” (Annexure 17).

**14.1 Notice (See Annexure 21, 22, 22A & 22B)**

Keep in mind that the BG9 form must be completed and the relevant wine be ready for sampling from 08:00 am on the day the inspector visits your premises to sample the wine concerned. If you are not ready, please make the necessary arrangements with the inspector concerned. Take note, you will be held responsible for any wasted costs incurred.

**14.2 Submission of wine rejected during normal provisional submission****14.2.1 Bulk wine (also see Bulk export)**

Bear in mind that a wine rejected during provisional submission must get a new application number when it is resubmitted.

**14.2.2 Bottled wine (Appeal Procedures)**

When a bottled wine is rejected during provisional submission it is automatically re-tasted at the following tasting. Such a wine retains the original application number and may be resubmitted up to four times (8 tastings). If still not approved an appeal can be lodged to the appeal committee for one more tasting. Alternatively a member can appeal after 2 submissions. Keep in mind that the decision of the Appeal Committee is final and no further submissions will be allowed should the wine be rejected.

Responsible person: \_\_\_\_\_

**15. EBIS - ONCE OFF EVALUATION OF WINE IN BULK (WITH SAMPLES)**

[Annexures 29, 30, 31 & 32 ]

With an EBIS submission, a container (irrespective of the volume) is sampled for sensorial and analytical evaluation. Please ensure that the container from which the sample was taken, correlates with the WS/WSB record and tank or wine records concerned. Wine approved, can thereafter make use of administrative final submission for a period of 6 months. See Annexures 29, 30 and 31 for further details regarding an EBIS submission.

**15.1 Notice (Annexures 21, 22, 22A & 22B)**

**16. ADMINISTRATIVE FINAL SUBMISSION (EBIS WINE) (BULK APPROVED) (6 MONTHS EXEMPTION) [Annexures 23, 29, 30, 31, 34 & 35]**

Wine sensorially and analytically approved in bulk (EBIS wine) can be submitted as administrative final applications for a period of 6 months thereafter. Control samples will be drawn for sensorial and analytical evaluation, after an administrative final submission is received. A BG 11A and laboratory form which is automatically generated with the BG 11A on WOL must accompany these control samples. (see Annexures 34 and 35)

N.B. 12 x 750ml (9 litre) samples must be drawn at random during the bottling process and kept on the premises until such time that the wine passes final approval. (BG 11A)

**16.1 Notice**

Notice of an application for administrative final approval (Admin. EBIS) must be given in writing on the BG11 form (Annexure 23). One (1) working day's notice is required. The applicable labels must accompany the written notice. Faxes of labels must be clear. Ensure that an example of every label which is used on the wine concerned accompanies the BG11. Every such label must be approved by the Label Committee of the Board. Contact Certification Services if uncertain.

**16.2 EBIS (Bulk) submission rejected**

In the event that an EBIS (in bulk) submission is rejected, the EBIS procedure cannot continue if that wine is already bottled at the time that the result of the submission becomes available.

The bottled wine, irrespective of whether labelled or not, will now be submitted according to normal submission procedures. (see paragraph 14.2.2)

**16.3 Remarks**

Results (on SAWIS webpage or telephonically obtainable from Certification Services) will be available after the notice period has expired. Wine may not be removed before the result and the certificate number have been furnished to you and recorded in your WSB records.

Ensure that the WSB Annex concerned is completed (Annexure 30 & 31).

**16.4 Speedline**

See paragraph 17.3

Responsible person: \_\_\_\_\_

**17. ADMINISTRATIVE FINAL SUBMISSION (WITHOUT SAMPLES) [Annexures 13A, 23, 24 & 32]**

Wine sensorially and analytically approved in bottled form can be submitted as administrative final applications for a period of 12 months thereafter – in other words it does not have to be tasted and analysed again. Wine for administrative final submissions must be in its final labelled and sealed form.

**17.1 Notice**

Notice of an application for administrative final approval must be given in writing on the BG11 form (Annexure 23). One (1) working day's notice is required. The applicable labels must accompany the written notice. Faxes of labels must be clear. Ensure that an example of every label which is used on the wine concerned accompanies the BG11. Every such label must be approved by the Label Committee of the Board. Contact Certification Services if uncertain.

### 17.2 Remarks

Results (telephonically obtainable from Certification Services or on the SAWIS webpage) will be available after the notice period has expired. Wine may not be removed before the result and the certificate number have been furnished to you and recorded in your WSB records.

Ensure that the WSB record concerned are completed under the titles "Final submission and particulars of seals used" (Annexure 24) and "Bottling or receipt of bottled wine" (Annexure 13).

Seals in stock or to be destroyed must be available for control by the inspector.

### 17.3 Speedline

A speedline has been instituted to accommodate participants who urgently need the results of administrative final submissions. The procedure works as follows:

- ⇒ Contact the inspector concerned on his cellular phone. Inform him that he must check a speedline administrative submission and arrange a convenient time with him.
- ⇒ Write "speedline" at the top of your BG11 form and fax or deliver it with the applicable labels to Certification Services.
- ⇒ Contact Certification Services telephonically and inform them that you have faxed a BG11 speedline.
- ⇒ After inspection, the inspector will contact Certification Services. If Certification Services has already checked the application, the inspector will note the WSR4A certificate number on your records. If not, the inspector will tell you when Certification Services can be contacted for the WSR4A number – which period shall not exceed 30 minutes.

The tariff for a speedline administrative final submission is R200,00 per visit, irrespective of the number of submissions. You will not be debited with such costs where the inspector is present on your premises and can accommodate you there and then. If his program does not allow it the inspector concerned can control it the following working day. If a participant, however, requires that the control be done on that specific day and it does not suit the inspector's program, it can be done after hours at the normal speedline tariff (R200 per visit). The application concerned can, after it had been signed by the inspector, be faxed through to Certification Services for processing on the following day, or the application can be delivered by the inspector concerned to Certification Services early the next morning for processing.

**Note: If an inspector is busy on a participant's premises with one or other task after hours and he is requested to control a speedline administrative final submission, the participant will be charged with the normal speedline tariff (R200 per visit).**

Responsible person: \_\_\_\_\_

## 18. NORMAL FINAL SUBMISSION (WITH SAMPLES) [Annexures 13A, 24, 25, 26, 27 & 32 ]

With a normal final submission the wine is sampled for sensorial and analytical evaluation. Wine may only be submitted in final labelled and sealed (certification seals) form. The latter does not apply to bulk wine destined for export. See next subparagraph.

### **18.1 Bulk export**

The only exception to the above rule is applicable to wine with certification claims that will be exported in bulk. See Annexure 26. An approval for bulk export wine applies for 42 days.

### **18.2 Notice and other requirements** (see page 6 paragraph 2.2.2 and Annexures 21, 22, 22A & 22B)

Make sure that copies of all labels used on the submission are attached to both copies of the BG 11 (one for tasting and one for laboratory). Certification claims (origin, vintage, cultivar) on labels must comply with the information on the WSB record card. Contact the Certification department if you are unsure.

Ensure that the quantity bottles as indicated on the BG11 correlates with the physical stock indicated and store this stock in such a way that it can easily be inspected. With bulk exports ensure that the containers submitted correlate with the WS/WSB record and tank or wine records concerned.

The WSB record concerned must be completed in full by the time of arrival of the inspector. See Annexures 13A and 24.

### **18.3 Submission of wine not approved at normal final submission**

The same procedure as in paragraph 14.2.2 is applicable

### **18.4 Handling of final disapproved wine**

Labels and seals on final disapproved wine must be removed within sixty (60) days after date of last disapproval. The Board can be asked in writing via Certification Services for an extension of this period. Give one (1) working day's written or oral notice before removing the labels and seals concerned.

### **18.5 Handling of surplus certification seals** [Annexure 27]

All surplus seals (seals in excess after submissions) may only be removed by Inspection Services for disposal.

The participant must:

- ⇒ Neatly roll up the seals concerned and provide it with a sticker containing the following information: Name of participant, WSB number, application number and quantity of seals concerned.
- ⇒ Complete a BG10 (Annexure 27).
- ⇒ Keep the seals and BG10 on his premises and hand it over to the inspector during inspections.

Responsible person: \_\_\_\_\_

## **19. SUBSTITUTION OF LABELS AND SEALS FROM FINAL APPROVED WINE**

[Annexure 28]

If you want to remove labels or seals from final approved wine you must give one (1) working day's

notice in writing. If you require a shorter notice period you must contact one of the persons (Certification Services) mentioned in paragraph 2.2.1 to make arrangements.

Where you want to replace the labels concerned with other labels with certifiable claims the notice must be accompanied by an example of the label that you want to affix.

New seals will be available after conclusion of the notice period.

After the action is completed, complete a BG7 form and fax it to Certification Services or give it to the inspector. This process is handled in similar fashion as admin final submissions. Should you urgently require the final control within the one working day period, the speedline procedure kicks in. (see paragraph 17.3)

Responsible person: \_\_\_\_\_

## **20. WINE ONLINE (WOL) [Annexure 32]**

Submission of samples for certification on “Wine Online”, BG9/11 and laboratory form combined.

## **21. REMOVAL OF ALCOHOL FROM WINE [See Table 7 of the Regulations of Act 60 of 1989] (Consult SAWIS webpage in this regard)**

### **21.1. Wine destined for certification**

21.1.1 Complete BG6/WSR1 and send to SAWIS. Indicate “alcohol removal”.

21.1.2 It is important that notice be given to the Department of Agriculture as to which process, to remove alcohol, is to be used.

21.1.3 Move wine to WSB record card prior to treatment. Indicate on WSB record card next to WSB number: “Alcohol removal”. More than one batch can be handled on a WSB record card as long as it is the same wine. Divide WSB card on inside as required.

21.1.4 After process has been completed 1 x 750 ml sample has to be taken. On the sample a label with name of participant, date, current tank number and volume must be applied. Also indicate “After treatment” as well as type of process used to remove alcohol.

21.1.5 Should a “batch” of the same wine comprise more than one tank after treatment, the sample mentioned in 20.1.4 must be proportional.

21.1.6 Samples must be kept on the premises. Samples shall be collected by the SAWIS inspector with subsequent visit.

### **21.2 Non-certified wine**

Non-certified wine is controlled by the Department of Agriculture who have their own procedure. Contact numbers 021 809 1704 / 1702.

### **21.3 Customs and Excise**

Participants must make sure of the requirements of Customs and Excise with regards to the removal of alcohol from wine and make sure that they comply. Queries in this regard can be directed to Nina Busch

and/or Christo van Wyk at Customs and Excise (021-887 3036). Alternatively contact nearest Customs and Excise office.

#### **21.4 Export**

Please note that removal of alcohol from wine is not yet accepted by EU countries and such wine can therefore not be exported to EU countries. Negotiations with the EU Commition is currently underway.

### **22. BAG-IN-A-BOX**

#### **22.1 Standards for BAG-IN-A-BOX**

Should a liquor product be packed in a container which is not self-supporting such as a tinfoilbag, the volume of such a product may not exceed 5 litres.

Such a container must:

- ⇒ Be pre-packed in a self supporting non-returnable, tamperproof external packaging which encloses and covers such container completely;
- ⇒ Be equipped with a sealed tap which can be used in conjunction with the external packaging;
- ⇒ After filling not exceed the allowed oxygen permeability.

See regulation 41 of the Liquor Products Act 60 of 1989.

#### **22.2 Indication of Filling date - BAG-IN-A-BOX**

The filling date of a product as indicated on the label must consist of the expression “Filled on” or “Filling date” followed by the date in the format dd/mm/yyyy, on which the specific container was filled.

See regulation 38A of the Liquor Products Act of 1989.

#### **22.3 Certification of wine packed in aseptic cartons, pouches and Bag-in-a-box**

Period after organoleptic tasting of a final product within which administrative final submissions may be done

- |                       |          |
|-----------------------|----------|
| ⇒ 2 Litre and smaller | 6 months |
| ⇒ 3 Litre and larger  | 9 months |

**BG 1**

**WINE AND SPIRIT BOARD**

**APPLICATION FOR AUTHORITY TO PRESS GRAPES WITH A VIEW TO THE PRODUCTION OF WINE INTENDED FOR CERTIFICATION**  
(Section 15 of the Wine of Origin Scheme)

(To be lodged with Certification Services, SAWIS, 312 Main Road/P O Box 238, PAARL, 7620, at least one month prior to the expected date on which the pressing of grapes concerned will commence)

Name of participant		SAWIS Producer No		Name and address of cellar in which wine is to be produced		Office use (WS-number)		
Indications under which wine is to be produced		Please mark relevant block		If grapes are purchased, please furnish the following				
Name of defined production area or Registered Estate	Estate wine	Full name of vine cultivar and/or type	Single vineyard wine * Name and/or block number	Vintage year	Own grapes/Member grapes	Purchased grapes	Name and address of producer from whom grapes are to be purchased	Farm number SAWIS
<i>Stellenbosch</i>		<i>Sauvignon blanc</i>		<i>2003</i>	✓			
<i>Stellenbosch</i>		<i>Cabernet sauvignon</i>		<i>2003</i>	✓			
<i>Coastal Region</i>		<i>Chenin blanc</i>		<i>2003</i>		✓	<i>Mr Du Toit - Eike</i>	<i>02995A</i>
<i>Western Cape</i>		<i>Merlot</i>		<i>2003</i>		✓	<i>Mr Du Toit - Eike</i>	<i>02995A</i>

\*If grapes are purchased full particulars must be furnished as requested. Buyer must ascertain whether SAWIS 1 return(s) of seller's farm(s) was submitted to SAWIS. If this form is not fully completed, and/or the SAWIS 1 return(s) concerned has not been submitted, the certification of the resultant wine could be endangered. The applicant must also ascertain that SAWIS 1 return(s) of his/her own farm(s) or of members' farm(s) has been submitted to SAWIS.

I, the undersigned, declare that the information given above, is true and correct and hereby apply for authority to press grapes with a view to the production of the above-mentioned wine intended for certification under the indications stated above. I have ensured that the SAWIS 1 return(s) concerned was submitted.

.....  
**Signature of applicant**

.....  
**Date**

.....  
**Name of contact person (print)**

.....  
**Telephone number**

\*Complete only if vineyard is registered as a single vineyard and the intention is to claim single vineyard.

**ANNEXURE 1B: BG3-application (Single vineyard wine)**

**WINE AND SPIRIT BOARD**

**APPLICATION FOR REGISTRATION OF A UNIT FOR THE PRODUCTION OF A SINGLE VINEYARD WINE**

Submit a separate application for each unit

**1. NAME AND POSTAL ADDRESS OF APPLICANT**

.....  
 .....  
 .....  
 .....

**TEL:** ..... **FAX:** ..... **E-MAIL:** .....

**2. UNIT (Maximum 6 ha)**

Block name, if any	Block No.	Variety	Number of vines	Area Ha	SAWIS Farm No
<b>Total hectare</b>					

**3. SKETCH PLAN**

- Furnish SAWIS (cupidoj@sawis.co.za) with an electronic (compatible with a Geographical Information System database) sketch plan or orthophoto of the farm concerned on which all vineyard blocks are indicated and identified.
- If this is not possible, attach a sketch plan on which the required information is indicated.

**4. PRODUCTION**

- Production data of each unit for the past 3 years must be attached.

**I, the undersigned, declare that the information given above, is true and correct.**

.....  
**Date** .....  
**Applicant**

**FOR OFFICE USE**

Approved

Rejected

.....  
**Date** .....  
**Signature**

**INQUIRIES:**

Jackie Cupido, **Tel:** (021) 807 5704, **Fax:** (021) 807 6001, **E-mail:** [cupidoj@sawis.co.za](mailto:cupidoj@sawis.co.za)

**APPLICATION TO:**

The Secretary, Wine and Spirit Board, P O Box 2176, Dennesig, Stellenbosch, 7599. **Fax:** (021) 889 5823, **Tel:** (021) 889 6555, **E-mail:** [hugo@wsb.org.za](mailto:hugo@wsb.org.za)

<p><b>WS.</b>  <b>STAAT/RECORD</b>  <b>1398</b></p>
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**REKORD VAN PRODUKSIE EN VOORRAAD VAN WYN GEPRODUSEER INGEVOLGE DIE BEPALINGS VAN DIE WYN VAN OORSPRONG-SKEMA INGESTEL KRAGTENS ARTIKEL 14 VAN DIE WET OP DRANKPRODUKTE, 1989 (WET 60 VAN 1989) EN GEPUBLISEER BY GOEWERMENTSKENNISGEWING NO. R 1434 VAN 29 JUNIE 1990**

**RECORD OF PRODUCTION AND STOCKS OF WINE PRODUCED IN TERMS OF THE WINE OF ORIGIN SCHEME ESTABLISHED UNDER SECTION 14 OF THE LIQUOR PRODUCTS ACT, 1989 (ACT 60 OF 1989) AND PUBLISHED BY GOVERNMENT NOTICE NO R 1434 OF 29 JUNE 1990**

Naam en adres van instansie aan wie magtiging uitgereik is Name and address of person to whom authority is issued	
<i>Backsberg Trust</i>	
<i>P O Box 55</i>	
<i>Paarl</i>	
Sertifiseerbare aanduidings — Certifiable indications	
<i>1999 Paarl Sauvignon blanc</i>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Datum uitgereik Date issued</p> <p>.....</p> </div> <div style="width: 45%; text-align: center;"> <p>.....</p> <p>Namens Wyn- en Spiritusraad On behalf of Wine and Spirit Board</p> </div> </div>	

**PRESSING CULTIVARS TOGETHER WITH RETENTION OF CULTIVAR CLAIMS**

- 1 Application per BG1 must be lodged with Certification Services at least **30 DAYS** before the date expected to commence with the pressing of the grapes concerned. Cultivars which will be pressed together must be clearly indicated on the BG1 application.
- 2 The method of mass determination must be indicated on the BG1 application.
- 3 The cultivars which will be pressed together must also be clearly indicated on the WS record – see paragraph 3.2 of the manual.
- 4 Notice must be given at least **THREE (3) DAYS** before the commencement of the pressing of the grapes concerned.
- 5 The mass of the respective cultivars must be determined by way of weighing before pressing them together.
- 6 Particulars of the mass of each cultivar concerned must be noted on the press register during the course of each working day.
- 7 After completion or termination of the fermentation process in the wine and that wine has been removed from the lees, the volume and percentage ratio must be indicated on a BG6/WSR1 application for blending. Thereafter a WSB blending record shall be issued. The percentage ratio is calculated according to mass. For example, if 100 hectolitres of wine is made from 6 tons of Merlot pressed together with 4 tons of Pinotage, the percentage ratio in the wine will be 60% Merlot and 40% Pinotage.
- 8 Where cultivars are pressed together with the intention to only indicate the main cultivar on the label, the percentage ratio for that cultivar may not be less than 90%. (Where wine is blended it is 85 %). The same applies for EU countries.







**NOBLE LATE HARVEST WINE**

- The product shall be produced from must the sugar content of which immediately prior to fermentation is at least 28 degrees Balling.
- Such must shall not be dehydrated or otherwise concentrated.
- No sweetening agent shall be added to such must.
- An added pure culture of yeasts or bacteria shall not constitute more than five per cent of the volume of such must.
- No sweetening agent shall be added to the product.
- The product shall not contain added spirit.
- The residual sugar content of the product shall be more than 50,0 gram per litre.
- The product shall have a sugar-free extract of at least 30,0 gram per litre.
- The volatile acid content of the product shall not exceed 1,8 gram per litre.
- The product shall not also be perlé wine or one of the sparkling wines.
- The product may only be sold if it has been certified.

**SPECIAL LATE HARVEST WINE**

- The product shall be produced from must the sugar content of which immediately prior to fermentation is at least 22 degrees Balling.
- Grapes with a sugar content of less than 21 degrees Balling shall not be used to obtain such must.
- Such must shall not be dehydrated or otherwise concentrated.
- No sweetening agent shall be added to such must.
- An added pure culture of yeasts or bacteria shall not constitute more than five per cent of the volume of such must.
- No sweetening agent shall be added to the product.
- The alcohol content of the product shall be at least 11,0 per cent, but it shall not contain added spirit.
- The product shall have a sugar-free extract of at least 19,0 gram per litre.
- The product shall possess the character which is distinctive of wine produced from grapes which were harvested at the full-ripe stage.
- The product may only be sold if it has been certified.

**WINE FROM NATURALLY DRIED GRAPES**

- The product shall be produced from naturally dried grapes.
- No grapes shall be added to a batch of grapes undergoing drying, during or after the drying process.
- Only a pure culture of yeasts or bacteria may be added to the must of such a batch of dried grapes.
- An added pure culture of yeasts or bacteria shall not constitute more than five per cent of the volume of such must.
- No sweetening agent shall be added to the product.
- The product shall not contain added spirit.
- The residual sugar content of the product may exceed 30,0 gram per litre.
- The volatile acid content of the product shall not exceed 1,8 gram per litre.
- The total alcohol content per volume of the product shall be at least 16,0 per cent.
- The product shall not be a special late harvest wine or a noble late harvest wine.
- The product may only be sold if it has been certified.

ANNEXURE 8: BG6/WSR1 – Blending

WINE AND SPIRIT BOARD				BG6/WSR1				
<b>NOTICE OF</b> (Mark with a cross): INTAKE <input type="checkbox"/> BLENDING <input checked="" type="checkbox"/> CULTIVARS TO BE PRESSED TOGETHER <input type="checkbox"/>		BLEND NO: _____						
<b>NOTICE PERIOD before INTAKE:</b> 7 Working days (full control) <input type="checkbox"/> 3 Working days (full control - with costs) <input type="checkbox"/> Less than 3 working days (control spot-check basis) <input type="checkbox"/>								
<b>WSB NUMBER IF ALREADY ALLOCATED:</b> <span style="border: 1px solid black; padding: 2px;">21976</span>				Alcohol removal <input type="checkbox"/>		OFFICE USE		
NAME AND ADDRESS <i>Backsbert Trust                  P O Box 55                  PAARL</i>		FULL DESCRIPTION OF WINE/MUST <i>Paarl Cabernet sauvignon 1998</i>				WSB No.: <input style="width: 50px;" type="text"/>		
DATE OF INTAKE		NO(S) OF RECEIVING TANK(S)		DATE OF BLENDING		NO(S) OF BLENDING TANK(S)		
EX WS NUMBER	EX WSB NUMBER	CONTAINER NO	DESCRIPTION OF WINE/MUST		PARTY FROM WHOM WINE WILL BE RECEIVED	ESTIMATED LITRE (Kg if pressed together)	ACTUAL LITRE	SAWS 6 NUMBER
			PRODUCTION AREA	CULTIVAR				
	28196	T 3	Paarl	Cab sauvignon	1998	20 000		
	28198	Vat	Paarl	Merlot	1998	225		
		47300	Paarl	Shiraz	1998	225		
<b>TOTAL</b>						<b>20 450</b>		

I, the undersigned, declare that the information furnished above, is true and correct  
 .....  
 SIGNATURE OF NOTIFIER  
 Completion of task: Inspector .....

.....  
 DATE  
 Date: .....







**USE OF TOPPING WINE**

Section 17(4) of the Wine of Origin Scheme determines that topping wine is solely to repair a loss in volume and not to increase the volume of the wine concerned.

If, for example, the production on a record is 80 000 litres (ST50) and there is a loss as a result of for instance evaporation, this loss may only be repaired to the original 80 000 litres and also only if it would be within the percentage allowed in terms of section 17(4)(c).

If ST 50 = 80 000 litres is, however, pumped to a tank with a capacity of 80 250 litres, the additional 250 litres (0,31%) required to fill the tank may only be added if an application for blending (BG6/WSR1) was lodged. It can not be regarded as topping wine because of the increase in volume.

Also note that a blending application can only be lodged in respect of wine under certification control, whilst in the case of topping wine (to make up a loss in volume) uncertified wine may also be used. This is, however, not the case for Blanc de Noir wine.

It is also of importance to know that topping-up usually happens in respect of one or more specific containers and that the topping percentage must be calculated on the volume of the container(s) concerned and not merely on the total daily balance of the WS or WSB record concerned.

**IDENTIFICATION OF WINE IN VATS OR LOTS OF VATS**

- Permanent numbers are affixed to vats.
- Vats are marked with ID seals.
- A card with the necessary information is attached to each vat with a thumbnail.
- Vats are stored in lots with stickers on the front vat or an ID card with the required information or a board on which the necessary information appears at the beginning of each row.
- Lots are numbered, with each lot having a wine or tank record on which type, vintage year and total litres is indicated.
- The floor of the store is divided into numbered areas. All information stored on computer.
- Lots are numbered and wines are stored in lots according to cultivars. The first vat of each lot is marked with the type, vintage year and WS or WSB number.
- Different types of wines are kept in different stores..

**KENNISGEWING VAN BOTTELERING/NOTICE OF BOTTLING**

**Produsent/Producer:** \_\_\_\_\_

**Datum/Date:** \_\_\_\_\_

**WS nommer/WS number:** \_\_\_\_\_

**WSB nommer/WSB number:** \_\_\_\_\_

**Oesjaar/Vintage:** \_\_\_\_\_

**Oorsprong/Origin:** \_\_\_\_\_

**Kultivar/Cultivar:** \_\_\_\_\_

**Tenknommer(s)/Tank number(s):** \_\_\_\_\_

**Ander houers (bv vate)/Other containers (eg barrels):** \_\_\_\_\_

**Liter/Litre:** \_\_\_\_\_

**Adres van perseel waar wyn gebottel gaan word/  
Address of premises where wine will be bottled:** \_\_\_\_\_  
\_\_\_\_\_

**Kennisgewing voltooi deur/Notice completed by:**

**Naam en van (drukskrif)/** \_\_\_\_\_

**Name & surname (please print):**

**Telefoonnommer/Telephone number:** \_\_\_\_\_

**Ek die ondergetekende, verklaar dat die inligting hierbo verstrek, waar en juis is./  
I, the undersigned, declare hereby that the information furnished above, is true and correct.**

.....  
**HANDTEKENING/SIGNATURE**

.....  
**DATUM/DATE**



ANNEXURE 14A: BG5 - Transfer (Wine only)

NOTICE OF TRANSFER OF WINE AND/OR SEALS

(Mark with X)

Bottled wine only

Bottled wine and seals

Seals only

Date of transfer:

01/06/03

Organisation from where transferred:

Backsberg Trust

Organisation to be transferred to:

PBC

(Indicate service premises if applicable)

Production area, cultivar and vintage of wine:

Paarl Cabernet Sauvignon 2001

SAWIS 6/DA32 number:

08001

EX WS- or WSB number:

1234

WSB number wine will be received on:

4567

Worksheet number:

If applicable

Date of bottling:

Date if bottled

Application number:

If applicable

Bulk litres or quantity and size of bottles:

300 l / 400 bottles x 750 ml

Last date submitted in bottle:

Has alcohol been removed from wine:

Yes

No

Details of seals transferred:

Number range of seals:

:

--

Number of seals:

Number of seals that remain after labelling (\*must be destroyed) (\*must be returned to sender)

(\*Delete which is not applicable).

Details of person who will be responsible for seals at the organisation receiving the wine:

Name & surname (please print):

Telephone number:

Details of person receiving seals:

Name & surname (please print):

Signature:

I, the undersigned, declare that the information furnished above, is true and correct.

SIGNATURE: .....

DATE: .....

FOR OFFICE USE: ACTUAL QUANTITY RECEIVED

Date

Quantity and size of bottles

Bulk litre

SIGNATURE: .....

ANNEXURE 14B: BG5 - Transfer (Wine and seals)

NOTICE OF TRANSFER OF WINE AND/OR SEALS

(Mark with X)

Bottled wine only

Bottled wine and seals

Seals only

Date of transfer: 01/06/03

Organisation from where transferred: Backsberg Trust

Organisation to be transferred to: PBC

Production area, cultivar and vintage of wine: Paarl Cabernet Sauvignon 2001

SAWIS 6/DA32 number: 08001

EX WS- or WSB number: 1234

WSB number wine will be received on: 4567

Worksheet number: If applicable

Date of bottling: Date if bottled

Application number: 03/4567

Bulk litres or quantity and size of bottles: 300 l OR 400 bottles x 750 ml

Last date submitted in bottle: If applicable

Has alcohol been removed from wine: Yes [ ] No [ ]

Details of seals transferred:

Number range of seals:

0321 : 1 -- 400 Number of seals: 400

Number of seals that remain after labelling (\*must be destroyed) (\*must be returned to sender) (\*Delete which is not applicable).

Details of person who will be responsible for seals at the organisation receiving the wine:

Name & surname (please print):

Telephone number:

Details of person receiving seals:

Name & surname (please print):

Signature:

I, the undersigned, declare that the information furnished above, is true and correct.

SIGNATURE: .....

DATE: .....

FOR OFFICE USE: ACTUAL QUANTITY RECEIVED

Date

Quantity and size of bottles

Bulk litre

SIGNATURE: .....

**ANNEXURE 14C: BG5 - Transfer (Seals only)**

**NOTICE OF TRANSFER OF WINE AND/OR SEALS**

(Mark with X)

**Bottled wine only**

**Bottled wine and seals**

**Seals only**

Date of transfer: 01/06/03

Organisation from where transferred: Backsberg Trust

Organisation to be transferred to: PBC

Production area, cultivar and vintage of wine: Paarl Cabernet Sauvignon 2001

SAWIS 6/DA32 number: \_\_\_\_\_

EX WS– or WSB number: 5678

WSB number wine will be received on: 7890

Worksheet number: \_\_\_\_\_

Date of bottling: \_\_\_\_\_

Application number: 03/560

Bulk litres or quantity and size of bottles: \_\_\_\_\_

Last date submitted in bottle: \_\_\_\_\_

Has alcohol been removed from wine: Yes  No

**Details of seals transferred:**

Number range of seals:  :  --

Number of seals: 400

Number of seals that remain after labelling (\*must be destroyed) (\*must be returned to sender)  
(\*Delete which is not applicable).

**Details of person who will be responsible for seals at the organisation receiving the wine:**

Name & surname (please print): \_\_\_\_\_

Telephone number: \_\_\_\_\_

**Details of person receiving seals:**

Name & surname (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

I, the undersigned, declare that the information furnished above, is true and correct.

**SIGNATURE:** .....

**DATE:** .....

**FOR OFFICE USE: ACTUAL QUANTITY RECEIVED**

Date

Quantity and size of bottles

Bulk litre




**SIGNATURE:** .....

WINE AND SPIRIT BOARD										BG 9
<b>NAME AND ADDRESS OF APPLICANT:</b>						<b>FOR OFFICIAL USE</b>				
<i>Backsberg</i>						CERTIFICATE NUMBER				
<i>P O Box 55</i>						APPLICATION NUMBER				
<i>PAARL</i>						SUBMISSION NUMBER				
						DATE TO BE SUBMITTED				
SUBMISSION TYPE										
ADMIN	WITH SAMPLES	SPECIAL TARIFF	ADDITIONAL SEALS	RESUBMISSION		EBIS		SINGLE VINEYARD		
				BOARD	REPRESENTATION	YES	NO	YES	NO	
<i>X</i>										
WS-/WSB-NUMBER BULK		TANK NUMBER		WSB-NUMBER IF ALLOCATED		DATE BOTTLED		LITERS		
<i>23456</i>		<i>T10</i>				<i>Will give notice</i>		<i>25 000</i>		
<b>ADDRESS OF PREMISES WHERE WINE WILL BE BOTTLED:</b>						<b>DELIVERY ADDRESS OF SEALS:</b>				
<b>TRADE NAME OF WINE:</b>										
<b>PARTICULARS OF INDICATIONS OR CLAIMS AS INDICATED ON LABELS</b>						<b>ADDITIONAL LAB PARTICULARS</b>				
						LAB REQUEST NUMBER:				
VINTAGE		<i>1998</i>				PRODUCT CLASS				
ESTATE		<i>Backsberg</i>				ADDITIONAL LAB ANALYSIS				
PRODUCTION AREA		<i>Paarl</i>				COUNTRY OF EXPORT				
VARIETAL(S)		<i>Chenin Blanc</i>		<i>100%</i>		LABEL ALCOHOL			CRATE NUMBER:	
						PACK OF SAMPLE				
TYPE OF PRODUCT		<i>Dry White</i>				SEAL INFORMATION				
						ASCORBIC ACID ADDED		YES	NO	ALCOHOL REMOVED
<b>PACK TYPE</b>		<b>NUMBER OF SEALS REQUIRED</b>				<b>FOR OFFICIAL USE</b>				
						<b>SEALS ALLOCATED</b>				
<i>750 ml</i>		<i>33 333</i>								
I, the undersigned, declare that the information furnished above, is true and correct and hereby apply for provisional approval of the above-mentioned wine.										
..... <b>SIGNATURE OF APPLICANT</b>						..... <b>SIGNATURE OF INSPECTOR</b>				
..... <b>DATE</b>						..... <b>TELEPHONE NUMBER</b>			..... <b>CONTACT PERSON</b>	
SENSORIAL EVALUATION										
WINE EVALUATION COMMITTEE			TECHNICAL COMMITTEE				FINAL RESULT			
GREEN			GREEN				APPROVED			
							REJECTED			
RED			RED				RESUBMISSION			
..... <b>DATE</b>						..... <b>SIGNATURE</b>				

WINE AND SPIRIT BOARD BG 9											
<b>NAME AND ADDRESS OF APPLICANT:</b>						<b>FOR OFFICIAL USE</b>					
<i>Backsberg</i>						CERTIFICATE NUMBER					
<i>P O Box 55</i>						APPLICATION NUMBER					
<i>PAARL</i>						SUBMISSION NUMBER					
						DATE TO BE SUBMITTED					
SUBMISSION TYPE											
ADMIN	WITH SAMPLES	SPECIAL TARIFF	ADDITIONAL SEALS	RESUBMISSION		EBIS		SINGLE VINEYARD			
				BOARD	REPRESENTATION					YES	NO
<i>X</i>								YES	NO	YES	NO
WS-/WSB-NUMBER BULK		TANK NUMBER		WSB-NUMBER IF ALLOCATED		DATE BOTTLED		LITERS			
				<i>45678</i>		<i>1/11/99</i>		<i>15 075</i>			
<b>ADDRESS OF PREMISES WHERE WINE WILL BE BOTTLED:</b>						<b>DELIVERY ADDRESS OF SEALS:</b>					
<b>TRADE NAME OF WINE:</b>											
<b>PARTICULARS OF INDICATIONS OR CLAIMS AS INDICATED ON LABELS</b>						<b>ADDITIONAL LAB PARTICULARS</b>					
						LAB REQUEST NUMBER:					
VINTAGE		<i>1998</i>				PRODUCT CLASS					
ESTATE		<i>Backsberg</i>				ADDITIONAL LAB ANALYSIS					
PRODUCTION AREA		<i>Paarl</i>				COUNTRY OF EXPORT					
VARIETAL(S)		<i>Chenin Blanc</i>		<i>100%</i>		LABEL ALCOHOL			CRATE NUMBER:		
				%		PACK OF SAMPLE					
TYPE OF PRODUCT		<i>Dry White</i>				SEAL INFORMATION					
		ASCORBIC ACID ADDED		YES		NO		ALCOHOL REMOVED		YES NO	
PACK TYPE	NUMBER OF SEALS REQUIRED	<b>FOR OFFICIAL USE</b>									
		<b>SEALS ALLOCATED</b>									
<i>750 ml</i>	<i>20 100</i>										
I, the undersigned, declare that the information furnished above, is true and correct and hereby apply for provisional approval of the above-mentioned wine.											
..... <b>SIGNATURE OF APPLICANT</b>						..... <b>SIGNATURE OF INSPECTOR</b>					
..... <b>DATE</b>						..... <b>TELEPHONE NUMBER</b>					
						..... <b>CONTACT PERSON</b>					
SENSORIAL EVALUATION											
WINE EVALUATION COMMITTEE				TECHNICAL COMMITTEE				FINAL RESULT			
GREEN				GREEN				APPROVED			
								REJECTED			
RED				RED				RESUBMISSION			
..... <b>DATE</b>						..... <b>SIGNATURE</b>					

<b>Besonderhede van voorlopige voorlegging en seëls toegeken</b> <b>Particulars of provisional submission and seals allocated</b>												
Datum voorgelê Date submitted	Uit houër nr. From container no.	Liter Litre	Aantal bottels Number of bottles	Met monst'ers With samples	Admin voorlopig Admin Sub-mission	Admin gefaks Admin faxed	Uitslag Result	Aansoek nr. Application no.	Aantal seëls toegeken Quantity seals allocated	Kodereeks van seëls toegeken Code series of seals allocated	Verval datum Expiry date	Paraaf Initial
2/12/98		75	100	X				98/5902	100	0643		
<i>Normal bottle provisional submission</i>												
<i>Bottle admin submission</i>												
2/12/98		75	100		X	X		98/5903	100	0644		
<i>Final Bulk export</i>												
20/11/98	T 4	50 000						98/2002				
<i>Bulk provisional submission</i>												
2/12/98	T 1	75	100	X				98/5904	100	0645		
<i>Bulk admin submission</i>												
2/12/98	T 1	75			X	X		98/5906	100	0646		

**ANNEXURE 18: BG9 – Normal in bulk**

<b>WINE AND SPIRIT BOARD BG 9</b>											
<b>NAME AND ADDRESS OF APPLICANT:</b>						<b>FOR OFFICIAL USE</b>					
<i>Backsberg</i>						CERTIFICATE NUMBER					
<i>P O Box 55</i>						APPLICATION NUMBER					
<i>PAARL</i>						SUBMISSION NUMBER					
						DATE TO BE SUBMITTED			<i>02/12/98</i>		
<b>SUBMISSION TYPE</b>											
ADMIN	WITH SAMPLES	SPECIAL TARIFF	ADDITIONAL SEALS	RESUBMISSION		EBIS		SINGLE VINEYARD			
				BOARD	REPRESENTATION	YES	NO	YES	NO		
	<i>X</i>										
WS-/WSB-NUMBER BULK		TANK NUMBER		WSB-NUMBER IF ALLOCATED		DATE BOTTLED		LITERS			
<i>23456</i>		<i>T10</i>				<i>Will give notice</i>		<i>25 000</i>			
<b>ADDRESS OF PREMISES WHERE WINE WILL BE BOTTLED:</b>						<b>DELIVERY ADDRESS OF SEALS:</b>					
<i>Backsberg Estate</i>											
<i>Mont Disa Chenin Blanc</i>											
<b>TRADE NAME OF WINE:</b>											
<b>PARTICULARS OF INDICATIONS OR CLAIMS AS INDICATED ON LABELS</b>						<b>ADDITIONAL LAB PARTICULARS</b>					
						LAB REQUEST NUMBER:					
VINTAGE		<i>1998</i>				PRODUCT CLASS					
ESTATE		<i>Backsberg</i>				ADDITIONAL LAB ANALYSIS					
PRODUCTION AREA		<i>Paarl</i>				COUNTRY OF EXPORT					
VARIETAL(S)		<i>Chenin Blanc</i>		<i>100%</i>		LABEL ALCOHOL			CRATE NUMBER:		
				%		PACK OF SAMPLE					
TYPE OF PRODUCT		<i>Dry White</i>				SEAL INFORMATION					
						ASCORBIC ACID ADDED		YES	NO	ALCOHOL REMOVED	
PACK TYPE	NUMBER OF SEALS REQUIRED				FOR OFFICIAL USE						
					SEALS ALLOCATED						
<i>750 ml</i>	<i>33 333</i>										
I, the undersigned, declare that the information furnished above, is true and correct and hereby apply for provisional approval of the above-mentioned wine.											
..... <b>SIGNATURE OF APPLICANT</b>						..... <b>SIGNATURE OF INSPECTOR</b>					
..... <b>DATE</b>						..... <b>TELEPHONE NUMBER</b>					
						..... <b>CONTACT PERSON</b>					
<b>SENSORIAL EVALUATION</b>											
WINE EVALUATION COMMITTEE				TECHNICAL COMMITTEE				FINAL RESULT			
GREEN				GREEN				APPROVED			
								REJECTED			
RED				RED				RESUBMISSION			
..... <b>DATE</b>						..... <b>SIGNATURE</b>					

WINE AND SPIRIT BOARD										BG 9
<b>NAME AND ADDRESS OF APPLICANT:</b>						<b>FOR OFFICIAL USE</b>				
<i>Backsberg</i>						CERTIFICATE NUMBER				
<i>P O Box 55</i>						APPLICATION NUMBER				
<i>PAARL</i>						SUBMISSION NUMBER				
						DATE TO BE SUBMITTED		<i>02/12/99</i>		
SUBMISSION TYPE										
ADMIN	WITH SAMPLES	SPECIAL TARIFF	ADDITIONAL SEALS	RESUBMISSION		EBIS		SINGLE VINEYARD		
				BOARD	REPRESENTATION	YES	NO	YES	NO	
	<i>X</i>									
WS-/WSB-NUMBER BULK		TANK NUMBER		WSB-NUMBER IF ALLOCATED		DATE BOTTLED		LITERS		
				<i>45678</i>		<i>01/11/99</i>		<i>15 075</i>		
<b>ADDRESS OF PREMISES WHERE WINE WILL BE BOTTLED:</b>						<b>DELIVERY ADDRESS OF SEALS:</b>				
<i>Backsberg Estate</i>										
<i>Mont Disa Chenin Blanc</i>										
TRADE NAME OF WINE:										
PARTICULARS OF INDICATIONS OR CLAIMS AS INDICATED ON LABELS					ADDITIONAL LAB PARTICULARS					
					LAB REQUEST NUMBER:					
VINTAGE		<i>1998</i>			PRODUCT CLASS					
ESTATE		<i>Backsberg</i>			ADDITIONAL LAB ANALYSIS					
PRODUCTION AREA		<i>Paarl</i>			COUNTRY OF EXPORT					
VARIETAL(S)		<i>Chenin Blanc</i>		<i>100%</i>		LABEL ALCOHOL		CRATE NUMBER:		
				%		PACK OF SAMPLE				
TYPE OF PRODUCT		<i>Dry White</i>			SEAL INFORMATION					
					ASCORBIC ACID ADDED		YES	NO	ALCOHOL REMOVED	
PACK TYPE	NUMBER OF SEALS REQUIRED			FOR OFFICIAL USE						
				SEALS ALLOCATED						
<i>750 ml</i>	<i>20 100</i>									
I, the undersigned, declare that the information furnished above, is true and correct and hereby apply for provisional approval of the above-mentioned wine.										
SIGNATURE OF APPLICANT						SIGNATURE OF INSPECTOR				
DATE						TELEPHONE NUMBER		CONTACT PERSON		
SENSORIAL EVALUATION										
WINE EVALUATION COMMITTEE			TECHNICAL COMMITTEE				FINAL RESULT			
GREEN			GREEN				APPROVED			
							REJECTED			
RED			RED				RESUBMISSION			
DATE						SIGNATURE				

WINE AND SPIRIT BOARD										BG 9
<b>NAME AND ADDRESS OF APPLICANT:</b>						<b>FOR OFFICIAL USE</b>				
<i>Backsberg</i>						CERTIFICATE NUMBER				
<i>P O Box 55</i>						APPLICATION NUMBER				
<i>PAARL</i>						SUBMISSION NUMBER				
						DATE TO BE SUBMITTED		<i>02/12/98</i>		
SUBMISSION TYPE										
ADMIN	WITH SAMPLES	SPECIAL TARIFF	ADDITIONAL SEALS	RESUBMISSION		EBIS		SINGLE VINEYARD		
				BOARD	REPRESENTATION	YES	NO	YES	NO	
		<i>X</i>								
WS-/WSB-NUMBER BULK		TANK NUMBER		WSB-NUMBER IF ALLOCATED		DATE BOTTLED		LITERS		
				<i>45678</i>		<i>01/11/98</i>		<i>15 075</i>		
<b>ADDRESS OF PREMISES WHERE WINE WILL BE BOTTLED:</b>						<b>DELIVERY ADDRESS OF SEALS:</b>				
<b>TRADE NAME OF WINE:</b>										
<b>PARTICULARS OF INDICATIONS OR CLAIMS AS INDICATED ON LABELS</b>						<b>ADDITIONAL LAB PARTICULARS</b>				
						LAB REQUEST NUMBER:				
VINTAGE	<i>1998</i>		PRODUCT CLASS							
ESTATE	<i>Backsberg</i>		ADDITIONAL LAB ANALYSIS							
PRODUCTION AREA	<i>Paarl</i>		COUNTRY OF EXPORT							
VARIETAL(S)	<i>Chenin Blanc</i>	<i>100%</i>	LABEL ALCOHOL			CRATE NUMBER:				
		%	PACK OF SAMPLE							
TYPE OF PRODUCT	<i>Dry White</i>		SEAL INFORMATION							
			ASCORBIC ACID ADDED	YES	NO	ALCOHOL REMOVED	YES	N		
PACK TYPE	NUMBER OF SEALS REQUIRED	FOR OFFICIAL USE								
		SEALS ALLOCATED								
I, the undersigned, declare that the information furnished above, is true and correct and hereby apply for provisional approval of the above-mentioned wine.										
..... <b>SIGNATURE OF APPLICANT</b>						..... <b>SIGNATURE OF INSPECTOR</b>				
..... <b>DATE</b>			..... <b>TELEPHONE NUMBER</b>			..... <b>CONTACT PERSON</b>				
SENSORIAL EVALUATION										
WINE EVALUATION COMMITTEE			TECHNICAL COMMITTEE				FINAL RESULT			
GREEN			GREEN				APPROVED			
							REJECTED			
RED			RED				RESUBMISSION			
..... <b>DATE</b>						..... <b>SIGNATURE</b>				

**NOTICES FOR PROVISIONAL AND FINAL SUBMISSIONS WITH SAMPLES  
 OFFICIAL TASTING SESSIONS ARE SCHEDULED FOR TUESDAY, WEDNESDAY AND FRIDAY  
 ANY OTHER DAY IS A SPECIAL TASTING SESSION AND MUST BE ARRANGED BEFOREHAND.  
 NB: APPLIES TOT ALL WINE EXCEPT WINE FOR ROBERTSON, STELLENBOSCH, WORCESTER,  
 PAARL AND OLIFANTS RIVER DECENTRALIZED TASTINGS**

<b>NOTICE IS RECEIVED:</b>		
1.	Before Thursday 16:30 for tasting on Tuesday or Wednesday.	Normal notice. No additional monies payable.
2.	Before Thursday 16:30 for tasting on Wednesday, but with request that:  (A) Sample be taken on Monday; or (B) Sample be taking on Tuesday	(A) Normal notice. No additional monies payable. (B) Normal notice. ~ sample must be ready by Tuesday 08:00 if not ready but later the same day R300 per submission. If after hours R400 or wait for next normal cycle, then no additional monies payable
3.	Before Thursday 16:30 for tasting on Tuesday, but with request that sample be taken on Monday.	Normal notice. ~ sample must be ready by Monday 08:00 if not ready but later the same day R300 per submission. If after hours R400 or wait for next normal cycle, then no additional monies payable
4.	Thursday 16:30 to Friday 16:30 for tasting on Wednesday.	Normal notice. No additional monies payable.
5.	Thursday 16:30 to Friday 16:30 for tasting on Wednesday, but with the request that sample be taken on Tuesday.	Normal notice. ~ sample must be ready by Tuesday 08:00 if not ready but later the same day R300 per submission. If after hours R400 or wait for next normal cycle, then no additional monies payable
6.	Thursday 16:30 to Friday 16:30 for tasting on Tuesday.	Normal notice. ~ sample must be ready by Monday 08:00 if not ready but later the same day R300 per submission. If after hours R400 or wait for next normal cycle, then no additional monies payable
7. (A)	Friday 16:30 to Monday 12:00 for tasting on Tuesday	Special application. Tariff of R300 per submission applies.
7. (B)	Monday 12:00 to Monday 24:00 for tasting on Tuesday.	After hours application. Tariff of R400 per submission applies, except if inspector can deliver the sample to administration before 16:00 on Monday ~ then special tariff applies.
8. (A)	Friday 16:30 to Monday 16:30 for tasting on Wednesday.	Normal notice. ~ no additional monies payable. Sample must be ready by Tuesday 08:00 if not ready but later the same day R300 per submission. If after hours R400 or wait for next normal cycle, then no additional monies payable
8. (B)	Monday 16:30 to Tuesday 12:00 for tasting on Wednesday.	Tariff of R300 per submission applies, except if inspector can deliver the sample to administration before 16:00 on Tuesday. If after hours R400 or wait for next normal cycle, then no additional monies payable
8. (C)	Tuesday 12:00 to Tuesday 24: 00 for tasting on Wednesday.	After hours application. Tariff of R400 per submission applies, except if inspector can deliver the sample to administration before 16:00 on Tuesday ~ then special tariff applies.
9. (A)	Monday 08:00 to Wednesday 16:30 for tasting on Friday.	Normal notice. ~ no additional monies payable. Sample must be ready by Thursday 08:00.
9. (B)	Wednesday 16:30 to Thursday 12:00 for tasting on Friday.	Tariff of R300 per submission applies, except if inspector can deliver the sample to administration before 16:00 on Thursday. If after hours R400 or wait for next normal cycle, then no additional monies payable
9. (C)	Thursday 12:00 to Thursday 24:00 for tasting on Friday.	After hours application. Tariff of R400 per submission applies, except if inspector can deliver the sample to administration before 16:00 on Thursday ~ then special tariff of R300 applies.

**IMPORTANT**

The above is subject thereto that the notice periods are strictly adhered to. If there is acted outside the normal notice periods, the inspector must be able to deliver the samples and documentation concerned to administration at the latest on 16:00 of the cut-off day. If this is not possible, the wine shall be inspected and sampled at a later stage as a short notice, special application or after hours-application, as the case may be. Except, naturally, if you want to wait for next normal cycle.

**In the case of after hours-applications, notice may also be given after 24:00 if you have such a mutual arrangement with the inspector concerned.**

**NOTICES FOR PROVISIONAL AND FINAL SUBMISSIONS WITH SAMPLES  
FOR PAARL AND STELLENBOSCH DECENTRALISED TASTING**  
**OFFICIAL TASTING SESSIONS ARE SCHEDULED FOR TUESDAY AND FRIDAY**  
**ANY OTHER DAY IS A SPECIAL TASTING SESSION AND MUST BE ARRANGED BEFOREHAND**

**NOTICE IS RECEIVED:**

1.	Before Thursday 16:30 for tasting on Tuesday .	Normal notice. No additional monies payable.
2.	Before Thursday 16:30 for tasting on Tuesday but with request that sample be taken on Monday	Normal notice. ~ sample must be ready by Monday 08:00 if not ready but later the same day R300 per submission. If after hours R400 or wait for next normal cycle, then no additional monies payable
3.	Thursday 16:30 to Friday 16:30 for tasting on Tuesday.	Normal notice ~ no additional monies payable. Sample must be ready by Monday 08:00 if not ready by Monday 08:00 see P2.
4. (A)	Friday 16:30 to Monday 12:00 for tasting on Tuesday	Special application. Tariff of R300 per submission applies
(B)	Monday 12:00 to Monday 24:00 for tasting on Tuesday.	After hours application. Tariff of R400 per submission applies, except if inspector can deliver the sample to administration before 16:00 on Monday ~ then special tariff of R300 applies.
5. (A)	Monday 08:00 to Wednesday 16:30 for tasting on Friday.	Normal notice. ~ sample must be ready by Thursday 08:00. If not ready that same day R300 per submission. If after hours R400 per submission or wait for next normal cycle.
(B)	Wednesday 16:30 to Thursday 12:00 for tasting on Friday.	Tariff of R300 per submission applies, except if the inspector can deliver the sample to administration before 16:00 on Thursday. If after hours R400 per submission or wait for next normal cycle, then no additional monies payable.
6.	Thursday 12:00 to Thursday 24:00 for tasting on Friday	After hours application. Tariff of R400 per submission applies, except if inspector can deliver the sample to administration before 16:30 on Tuesday ~ then special tariff of R300 per submission applies.

**IMPORTANT**

The above is subject thereto that the notice periods are strictly adhered to. If there is acted outside the normal notice periods, the inspector must be able to deliver the samples and documentation concerned to administration at the latest on 16:00 of the cut-off day. If this is not possible, the wine shall be inspected and sampled at a later stage as a short notice, special application or after hours-application, as the case may be. Except, naturally, if you want to wait for next normal cycle.

**In the case of after hours-applications, notice may also be given after 24:00 if you have such a mutual arrangement with the inspector concerned.**

**NOTICES FOR PROVISIONAL AND FINAL SUBMISSIONS WITH SAMPLES  
FOR ROBERTSON, BREEDEKLOOF AND WORCESTER DECENTRALISED TASTING  
OFFICIAL TASTING SESSIONS ARE SCHEDULE FOR TUESDAY AND THURSDAY  
ANY OTHER DAY IS A SPECIAL TASTING SESSION AND MUST BE ARRANGED BEFOREHAND.**

**NOTICE IS RECEIVED:**

1.	Before Thursday 16:30 for tasting on Tuesday.	Normal Notice. No additional monies payable.
2.	Before Thursday 16:30 for tasting on Tuesday, but with request that sample be taken on Monday.	Normal Notice. ~ sample must be ready by Tuesday 08:00 if not ready but later the same day R300 per submission. If after hours R400 or wait for next normal cycle, then no additional monies payable
3.	Thursday 16:30 to Friday 16:30 for tasting on Tuesday.	Normal Notice ~ sample must be ready by Monday 08:00. if not ready by Monday 08:00 see P2.
4. (A)  (B)	Friday 16:30 to Monday 12:00 for tasting on Tuesday.  Monday 12:00 to Monday 24:00 for tasting on Tuesday.	Special application. Tariff of R300 per submission applies  After hours application. Tariff of R400 per submission applies, except if inspector can deliver the sample to administration before 16:30 on Monday ~ then special tariff of R300 applies.
5. (A)  (B)	Monday 08:00 to Tuesday 16:30 for tasting on Thursday.  Tuesday 16:30 to Wednesday 12:00 for tasting on Thursday.	Normal Notice. ~ no additional monies payable ~ Sample must be ready by Wednesday 08:00 if not ready but later the same day R300 per submission. If after hours R400 or wait for next normal cycle, then no additional monies payable.  Tariff of R300 per submission applies, except if inspector can deliver the sample to administration before 16:30 on Thursday. If after hours R400 per submission or wait for next normal cycle, then no additional monies payable
6.	Wednesday 12:00 to Wednesday 24:00 for tasting on Thursday.	After hours application. Tariff of R400 per submission applies, except if inspector can deliver the sample to administration before 16:30 on Wednesday ~ then special tariff of R300 applies.

**IMPORTANT**

The above is subject thereto that the notice periods are strictly adhered to. If there is acted outside the normal notice periods, the inspector must be able to deliver the samples and documentation concerned to administration at the latest on 16:00 of the cut-off day. If this is not possible, the wine shall be inspected and sampled at a later stage as a short notice, special application or after hours-application, as the case may be. Except, naturally, if you want to wait for next normal cycle.

**In the case of after hours-applications, notice may also be given after 24:00 if you have such a mutual arrangement with the inspector concerned.**

**NOTICES FOR PROVISIONAL AND FINAL SUBMISSIONS WITH SAMPLES  
FOR OLIFANTS RIVER DECENTRALISED TASTING  
OFFICIAL TASTING SESSIONS ARE SCHEDULE FOR TUESDAY AND FRIDAY.**

**NOTICE IS RECEIVED:**

1.	Before Friday 16:30 for tasting on Tuesday.	Normal Notice. No additional monies payable.
2.	Before Friday 16:30 for tasting on Tuesday, but with request that sample be taken on Monday.	Normal Notice. ~ sample must be ready by Monday 08:00 if not ready but later the same day R300 per submission. If after hours R400 or wait for next normal cycle, then no additional monies payable
3. (A)	Friday 16:30 to Monday 12:00 for tasting on Tuesday.	Special application. Tariff of R300 per submission applies
(B)	Monday 12:00 to Monday 24:00 for tasting on Tuesday.	After hours application. Tariff of R400 per submission applies, except if inspector can deliver the sample to administration before 16:30 on Monday ~ then special tariff of R300 applies.
4. (A)	Monday 08:00 to Wednesday 16:30 for tasting on Friday.	Normal Notice. ~ no additional monies payable ~ Sample must be ready by Thursday 08:00 if not ready but later the same day R300 per submission. If after hours R400 or wait for next normal cycle, then no additional monies payable.
(B)	Wednesday 16:30 to Thursday 12:00 for tasting on Friday.	Tariff of R300 per submission applies, except if inspector can deliver the sample to administration before 16:30 on Monday. If after hours R400 per submission or wait for next normal cycle, then no additional monies payable
5.	Thursday 12:00 to Thursday 24:00 for tasting on Thursday.	After hours application. Tariff of R400 per submission applies, except if inspector can deliver the sample to administration before 16:30 on Thursday ~ then special tariff of R300 applies.

**NB: All samples drawn outside the region on Mondays and Thursdays, shall be presented for tasting on the first ensuing tasting date.**

**IMPORTANT**

The above is subject thereto that the notice periods are strictly adhered to. If there is acted outside the normal notice periods, the inspector must be able to deliver the samples and documentation concerned to administration at the latest on 16:00 of the cut-off day. If this is not possible, the wine shall be inspected and sampled at a later stage as a short notice, special application or after hours-application, as the case may be. Except, naturally, if you want to wait for next normal cycle.

**In the case of after hours-applications, notice may also be given after 24:00 if you have such a mutual arrangement with the inspector concerned.**

<b>WINE AND SPIRIT BOARD</b>										<b>BG 11</b>		
<b>Application for the final approval of wine</b>												
<i>One example of each main, back and neck label inder which wine is to be sold, must be attached hereto</i>												
NAME AND ADDRESS OF APPLICANT:					FOR OFFICIAL USE							
<i>Backsberg Trust</i>					CERTIFICATE NUMBER							
<i>P O Box 55</i>					SUBMISSION NUMBER							
<i>PAARL</i>					LAST SENSORIAL SUBMISSION			<i>29/10/98</i>				
					DATE TO BE SUBMITTED							
SUBMISSION TYPE												
ADMIN	WITH SAMPLES	BULK	RESUBMISSION		EBIS		SINGLE VINEYARD					
			BOARD	REPRESENTATION	YES	NO	YES	NO				
<i>X</i>												
WSB NUMBER	APPLICATION NUMBER	TANK NUMBER	DATE BOTTLED	BALANCE OF BOTTLING LOT	CAPACITY OF CONTAINERS	LITRES OF SUBMISSION						
<i>47627</i>	<i>98/5896</i>		<i>20/10/98</i>	<i>3 150</i>	<i>750</i>	<i>37,5</i>						
TRADE NAME OF WINE: <i>Mount Disa Cabernet sauvignon</i>												
PARTICULARS OF INDICATIONS OR CLAIMS AS INDICATED ON LABEL					ADDITIONAL LAB PARTICULARS							
VINTAGE					LAB REQUEST NUMBER:							
<i>1998</i>					PRODUCTION CLASS							
ESTATE					ADDITIONAL LAB ANALYSIS							
PRODUCTION AREA					COUNTRY OF EXPORT							
VARIETAL(S)					LABEL ALCOHOL:			CRATE NUMBER:				
					PACK TYPE OF SAMPLE							
TYPE OF PRODUCT					SEAL INFORMATION							
<i>Dry Red</i>					ASCORBIC ACID ADDED		YES	NO	ALCOHOL REMOVED		YES	NO
PARTICULARS OF SEALS					NUMBER SERIES OF SEALS USED							
NUMBER OF SEALS AFFIXED TO BOTTLES			<i>50</i>	<i>0648</i>	:	<i>1</i>	-	<i>52</i>				
NUMBER OF SEALS SPOILED			<i>2</i>									
SEALS IN STOCK AT THE PRODUCER			<i>3 148</i>									
SEALS RETURNED FOR DISPOSAL			<i>0</i>									
TOTAL			<i>3 200</i>									
I, the undersigned, hereby apply for final approval of wine as set out above and declare that-												
(a) the information given above, is true and correct; (b) the total quantity of wine indicated above, is still in my possession and will not be removed from the premises until final approval has taken place and has been confirmed; and (c) the label(s) concerned comply with the appropriate requirements set out in section 23 and 24 of the Wine of Origin Scheme and the use thereof has been approved by the Board.												
SIGNATURE OF APPLICANT					SIGNATURE OF INSPECTOR							
DATE					TELEPHONE NUMBER			CONTACT PERSON				
FOR OFFICIAL USE												
SENSORIAL EVALUATION												
WINE EVALUATION COMMITTEE			TECHNICAL COMMITTEE				FINAL RESULT					
GREEN			GREEN				APPROVED					
							REJECTED					
RED			RED				RESUBMISSION					

**Finale voorlegging en besonderhede van seëls gebruik**  
**Final submission and particulars of seals used**

Aansoek nr. Application no.	Kodereeks van seëls gebruik Code series of seals used	Aantal seëls op bottels Number of seals affixed to bottles	Beskadig Spoiled	Balans seëls voorhande Balance seals returned or on hand	Finale voorlegging Final submission				Uitslag Result	Paraaf Initials
					Datum Date	Met monsters With samples	Admin Admin final	Admin gefaks Admin faxed		
98/5902	0643	1 : 100			14/12/98		X	X	Approved	
		:								
		:								
		:								
		:								
		:								
		:								
		:								
		:								
		:								
98/5903	0644	0 : 100			14/12/98	X	X		Approved	
		:								
		:								
		:								
		:								
		:								
		:								
		:								
		:								
		:								

<b>WINE AND SPIRIT BOARD</b>							<b>BG 11</b>	
<b>Application for the final approval of wine</b>								
<i>One example of each main, back and neck label inder which wine is to be sold, must be attached hereto</i>								
NAME AND ADDRESS OF APPLICANT:					FOR OFFICIAL USE			
<i>Backsberg Trust</i>					CERTIFICATE NUMBER			
<i>P O Box 55</i>					SUBMISSION NUMBER			
<i>PAARL</i>					LAST SENSORIAL SUBMISSION			
					DATE TO BE SUBMITTED		<i>02/12/98</i>	
<b>SUBMISSION TYPE</b>								
ADMIN	WITH SAMPLES	BULK	RESUBMISSION		EBIS		SINGLE VINEYARD	
	<i>X</i>		BOARD	REPRESENTATION	YES	NO	YES	NO
WSB NUMBER	APPLICATION NUMBER	TANK NUMBER	DATE BOTTLED	BALANCE OF BOTTLING LOT	CAPACITY OF CONTAINERS		LITRES OF SUBMISSION	
<i>47650</i>	<i>98/5820</i>		<i>14/11/98</i>	<i>26</i>	<i>750</i>		<i>18</i>	
TRADE NAME OF WINE: <i>Mount Disa Chenin Blanc</i>								
PARTICULARS OF INDICATIONS OR CLAIMS AS INDICATED ON LABEL				ADDITIONAL LAB PARTICULARS				
				LAB REQUEST NUMBER:				
VINTAGE	<i>1998</i>			PRODUCTION CLASS				
ESTATE				ADDITIONAL LAB ANALYSIS				
PRODUCTION AREA	<i>Paarl</i>			COUNTRY OF EXPORT				
VARIETAL(S)	<i>Chenin Blanc</i>		%	LABEL ALCOHOL:		CRATE NUMBER:		
			%	PACK TYPE OF SAMPLE				
TYPE OF PRODUCT	<i>Dry White</i>			SEAL INFORMATION				
PARTICULARS OF SEALS				NUMBER SERIES OF SEALS USED				
NUMBER OF SEALS AFFIXED TO BOTTLES	<i>24</i>		<i>0626</i>	:	<i>650</i>	-	<i>673</i>	
NUMBER OF SEALS SPOILED	<i>0</i>							
SEALS IN STOCK AT THE PRODUCER	<i>26</i>							
SEALS RETURNED FOR DISPOSAL	<i>0</i>							
TOTAL	<i>50</i>							
I, the undersigned, hereby apply for final approval of wine as set out above and declare that-								
(a) the information given above, is true and correct;								
(b) the total quantity of wine indicated above, is still in my possession and will not be removed from the premises until final approval has taken place and has been confirmed; and								
(c) the label(s) concerned comply with the appropriate requirements set out in section 23 and 24 of the Wine of Origin Scheme and the use thereof has been approved by the Board.								
SIGNATURE OF APPLICANT				SIGNATURE OF INSPECTOR				
DATE				TELEPHONE NUMBER		CONTACT PERSON		
<b>FOR OFFICIAL USE</b>								
<b>SENSORIAL EVALUATION</b>								
WINE EVALUATION COMMITTEE			TECHNICAL COMMITTEE			FINAL RESULT		
GREEN			GREEN			APPROVED		
						REJECTED		
RED			RED			RESUBMISSION		

<b>WINE AND SPIRIT BOARD</b>										<b>BG 11</b>
Application for the final approval of wine										
One example of each main, back and neck label inder which wine is to be sold, must be attached hereto										
NAME AND ADDRESS OF APPLICANT:					FOR OFFICIAL USE					
<i>Backsberg Trust</i>					CERTIFICATE NUMBER					
<i>P O Box 55</i>					SUBMISSION NUMBER					
<i>PAARL</i>					LAST SENSORIAL SUBMISSION					
					DATE TO BE SUBMITTED			<i>20/11/98</i>		
SUBMISSION TYPE										
ADMIN	WITH SAMPLES	BULK	RESUBMISSION		EBIS		SINGLE VINEYARD			
			BOARD	REPRESENTATION	YES	NO	YES	NO		
		<i>X</i>								
WSB NUMBER	APPLICATION NUMBER	TANK NUMBER	DATE BOTTLED	BALANCE OF BOTTLING LOT	CAPACITY OF CONTAINERS	LITRES OF SUBMISSION				
<i>44000</i>		<i>T4</i>				<i>50 000</i>				
TRADE NAME OF WINE: <i>Mount Disa Sauvignon Blanc</i>										
PARTICULARS OF INDICATIONS OR CLAIMS AS INDICATED ON LABEL					ADDITIONAL LAB PARTICULARS					
					LAB REQUEST NUMBER:					
VINTAGE	<i>1998</i>				PRODUCTION CLASS					
ESTATE					ADDITIONAL LAB ANALYSIS					
PRODUCTION AREA	<i>Paarl</i>				COUNTRY OF EXPORT					
VARIETAL(S)	<i>Sauvignon Blanc</i>			%	LABEL ALCOHOL:			CRATE NUMBER:		
				%	PACK TYPE OF SAMPLE					
TYPE OF PRODUCT	<i>Dry White</i>				SEAL INFORMATION					
	ASCORBIC ACID ADDED		YES	NO	ALCOHOL REMOVED		YES	NO		
PARTICULARS OF SEALS					NUMBER SERIES OF SEALS USED					
NUMBER OF SEALS AFFIXED TO BOTTLES										
NUMBER OF SEALS SPOILED										
SEALS IN STOCK AT THE PRODUCER										
SEALS RETURNED FOR DISPOSAL										
TOTAL										
I, the undersigned, hereby apply for final approval of wine as set out above and declare that-										
(a) the information given above, is true and correct; (b) the total quantity of wine indicated above, is still in my possession and will not be removed from the premises until final approval has taken place and has been confirmed; and (c) the label(s) concerned comply with the appropriate requirements set out in section 23 and 24 of the Wine of Origin Scheme and the use thereof has been approved by the Board.										
SIGNATURE OF APPLICANT					SIGNATURE OF INSPECTOR					
DATE					TELEPHONE NUMBER					
					CONTACT PERSON					
FOR OFFICIAL USE										
SENSORIAL EVALUATION										
WINE EVALUATION COMMITTEE			TECHNICAL COMMITTEE				FINAL RESULT			
GREEN			GREEN			APPROVED				
						REJECTED				
RED			RED			RESUBMISSION				

WINE AND SPIRIT BOARD

BG 10

DISPOSAL OF SEALS BY INSPECTION SERVICES

Name of producer: *Backsberg Trust*

WSB No	1 47650	2	3
Application number	98/5820		
Number of seals disposed of	100		
Code of seals disposed of	045 : 6000—6099		
WSB No	4	5	6
Application number			
Number of seals disposed of			
Code of seals disposed of			

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspection Services		Cancelled on computer	
Date	Initial	Date	Initial

WINE AND SPIRIT BOARD

BG 7

SUBSTITUTION OF LABELS AND SEALS OF FINALLY APPROVED WINE

This form must be lodged with Certification Services at least one working day before the wine concerned is removed
Examples of the new labels affixed, must accompany this form

Name of organisation: Backsberg Trust
WSB number: 47650
Application number: 03/5820
WSR 4A number and old seal code: 045 : 6000-6100
Trade name of wine: Paarl Chenin Blanc

PARTICULARS OF INDICATIONS OF NEW LABELS

Table with 2 columns: Field Name, Value. Rows include Vintage (2003), Estate, Production area (Paarl), Cultivars (Chenin Blanc), Class designation (Dry White).

Number series of new seals used: 045, 6101, 6200

PARTICULARS OF NEW SEALS

Table with 2 columns: Field Name, Value. Rows include Number of seals on bottles (90), Number of seals spoiled (0), Seals in stock (0), Seals returned for disposal (10), Total number of seals received (100).

I, the undersigned, declare that above information is true and correct.

Date Signature of applicant

FOR OFFICIAL USE

Seal code of control sample

Date Signature of inspector

**Prescriptions: Once off evaluation of wine in bulk (EBIS)**

1. Provisional submission (BG9 Annexure 18) is made by tank irrespective of the volume thereof. Indicate accordingly on the BG9 form, EBIS wine. No proportional representative samples of two or more tanks of a specific wine will be allowed. The wine must be ready for bottling, except for normal sulphur and total acid adjustments.
2. The particulars of the tank concerned must be placed on a WSB-Annex (Annexure 30) with reference to the application number, EX WS number, if applicable, as well as the WSB number. The concerned BG9 form and WSB Annex must be completed and ready when an inspector visits the premises to sample the wine concerned. The Board may approve that a system other than WSB Annex system referred to in this paragraph, be used.
3. The expiry date of the wine concerned (six months after date of sensorial evaluation), must be indicated on the Annex concerned.
4. After bottling has been completed, all the applicable information must be captured on the WSB Annex (Annexure 31) concerned.
5. If only a portion of the wine concerned is labeled, the unlabeled stock must be identified according to the prescriptions of the Wine and Spirit Board. The application number concerned must appear on the identification mark. The application number, together with the WSB number or the application number only can be affixed on the identification mark, if so preferred. If the control sample, taken by inspector, is approved analytical and sensorial, the remainder of the bottled stock is exempted of any further evaluation.
6. If an EBIS approved tank of wine is sold or is sent to a bottling organisation, a copy of the WSB-Annex concerned must accompany the wine. The application number is important and must be indicated at all times, also on the SAWIS 6/DA 32 (Annexure 11) concerned.
7. If a portion of an approved tank of wine (EBIS) is sold, the certification seals concerned must be divided accordingly and dispatched with the wine. The number range of the seals destined for the volume concerned must be indicated on the WSB Annex and on the copy thereof that accompanies the wine. A BG5 (Annexure 14B) with the Annex concerned must be faxed to Certification Services.
8. The buyer or bottler, must on receipt of EBIS wine, open a new WSB Annex and record the applicable particulars.
9. After the wine concerned has been bottled, labeled and certification seals affixed, an application for **administrative** final certification may be lodged per BG11 (Annexure 23), but only within the six months exemption period. Indicate accordingly on the BG9 form, EBIS-wine.
10. The Inspector will complete all necessary control checks, draw the required control samples and send the samples to the Wine & Spirit Board and Laboratory for organoleptic evaluation and analysis at the subsequent official tasting, whether by Regions, Wine Evaluation Committee or Technical Committee.
11. However, if a participant requires that EBIS control samples be sent through for a Special Board and to the laboratory (see Annexures 21, 22 and 22A).
12. If the six months exemption period for an EBIS wine has expired, a R23 tasting may be done. If

the wine is still in bulk, six months, or if bottled, twelve months, exemption periods will come into operation as from sensorial evaluation. During these periods the wine can thus again be administratively submitted for final approval per BG11 form.

13. The certificate of final approval of a specific wine will be issued after one working day. The wine may then be sold, even though the control samples still need to be evaluated by the board.

14. **If a control sample of an EBIS wine is rejected by the board (due to either organoleptic evaluation or analyses or both), the following will apply:**

14.1 **Differences in analyses**

Differences in analyses are referred to the Technical Committee for action. The Inspectors will place the balance of the wine, if still on the premises of the participant, under embargo. The differences in analyses will be provided to the participant with the request to provide a written explanation to the Technical Committee.

14.2 **Rejected analytically (not adhering to legislative requirements)**

The Inspector will place the balance of the wine, if still on the premises of the participant, under embargo. The matter will be referred to the Technical Committee for further action.

14.3 **Organoleptic rejection**

The Inspector will place the balance of the wine, if still on the premises of the participant, under embargo. The participant may submit the balance of the wine for re-evaluation following the normal procedures. If the wine (balance) is finally rejected, the Technical Committee will be informed that a portion of the wine has already been sold. The Technical Committee will decide whether the participant will be allowed to continue using the EBIS system based on the participant's past history of rejections.

15. If an EBIS wine is partially sold, say for instance to a wholesaler, and the balance of the wine at the producer is rejected by the board on the strength of control samples drawn after bottling, the wholesaler concerned will be informed accordingly by the Inspector, either in writing or telephonically. Furthermore, it will be pointed out to the wholesaler that a control sample of the wine concerned, if still in stock, will be drawn and submitted to the board for evaluation. If the wine concerned is rejected, the procedure as set out in paragraph 13 will apply.

16. **Export implications**

16.1 In the event of a participant deciding to export an EBIS wine in bulk, based on provisional approval by the board and exporting will take place within forty two (42) days from provisional tasting, the wine will be exempted from any further evaluation. An administrative export application can be lodged with the Department of Agriculture.

16.2 A provisionally approved EBIS wine which has been bottled and administratively finally certified within the six months exemption period, may be exported without any further evaluation provided that the wine is exported within the six months exemption period. An administrative export application can be lodged with the Department of Agriculture. For the issuing of a V11 document or analysis certificate, refer to paragraph 16.3.

16.3 A V11 document or analysis certificate will only be issued by the Department of Agriculture

after a comparative analysis and sensorial evaluation of the final bottled product were carried out and approved.

- 16.4 The Department of Agriculture reserves the right to recall any consignment of wine, exported in terms of this system, which proves not to comply with legislative requirements.





**WINE ONLINE (WOL)**

BG 9 and BG 11 forms for submission of wine with samples as well as administrative must be completed on Wine Online.

Go to “[www.dawineonline.co.za](http://www.dawineonline.co.za)” to register.

Should you require a manual click on “Visit our site” and choose “Manual”.

**NB: All administrative submissions (BG 9 and BG 11) must be printed and faxed to Certification services at SAWIS. BG 11 forms must be accompanied by an appropriate label.**



**EBIS – CONTROL SAMPLES**

**BG11A**

<b>NAME AND ADRESS OF PRODUCER</b>

<b>WSB –No</b>	
<b>SAWIS Application No</b>	
<b>Bottling Date</b>	
<b>Times Bottled</b>	
<b>Balance of Bottling Lot</b>	
<b>Pack Type</b>	
<b>Tasting Date Tank</b>	
<b>Expiry Date of Bulk Application</b>	
<b>Expiry Date of Bottled Lot</b>	
<b>Control Sample: Date to be submitted</b>	

**ESTATE** \_\_\_\_\_  
**PRODUCTION AREA** \_\_\_\_\_  
**VINTAGE** \_\_\_\_\_  
**CULTIVAR** \_\_\_\_\_  
**TYPE** \_\_\_\_\_

**SEAL SERIES OF ADMINISTRATIVE FORMS BROUGHT IN**

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**SEAL SERIES ON THE CONTROL SAMPLES DRAWN**


NB: The normal labform accompanies the control sample for testing purposes.

\_\_\_\_\_  
**SIGNATURE OF INSPECTOR**

\_\_\_\_\_  
**DATE**

**OFFICIAL USE**

**Sensorial Result**

Green

Red

**Tasting Result**

All Agree

Differ

Approved

Rejected

Resubmit

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

<b>APPLICATION FOR LABORATORY ANALYSIS</b>
<b>PRODUCT DESCRIPTION:</b>
<b>SAWIS Application No:</b> <b>Producer:</b> <b>Trade Name:</b> <b>Origin:</b> <b>Cultivar:</b> <b>Vintage:</b> <b>Pack Type:</b> <b>Lot Number:</b> <b>Type of Product:</b> <b>Product Class:</b>
<b>SAMPLES SUBMITTED FOR EBIS CONTROL SAMPLE:</b>
<b>Request Transaction No :</b> <b>Crate No:</b> <b>Sample Type:</b> <b>WS/WSB-Number:</b> <b>Bottled / Bulk:</b> <b>Pack Type of sample:</b> <b>Bottling Date:</b> <b>Label Alcohol:</b> <b>Origin:</b> <b>Sensorial Region:</b> <b>Sensorial Date:</b> <b>Lab Tank Number:</b> <b>Lab Seal Series:</b> <b>Lab Seal Code:</b> <b>Sugar G/L:</b> <b>Ascorbic Acid Added:</b> <b>Alcohol Removed:</b> <b>Country of Export:</b> <b>Additional Lab Analysis:</b>