

**SA WINE INDUSTRY INFORMATION AND SYSTEMS (SAWIS) Association  
incorporated under section 21, Registration no 1999 016278/08**

**PROMOTION OF ACCESS TO INFORMATION ACT (No 2 of 2000)**

**1 Manual prepared in accordance with Section 51 of the Promotion of Access to Information Act 2 of 2000**

**2 INFORMATION REQUIRED IN TERMS OF SECTION 51 (1) (A) OF THE ACT**

HEAD OF BODY : Mrs Yvette van der Merwe  
Executive Manager

POSTAL ADDRESS : P.O. BOX 238  
Paarl  
Western Cape  
7620

TELEPHONE : +27 (0)21 807 5700

FAX : +27 (0)21 807 6000

WEBSITE : <http://www.sawis.co.za>

E-MAIL ADDRESS : info@sawis.co.za

**3 INFORMATION REQUIRED IN TERMS OF SECTION 51 (1) B OF THE ACT**

The section 10 guide on how to use the Act is available from the South African Human Rights Commission. Please direct queries to:

**The South African Human Rights Commission**

PAIA Unit

The Research and Documentation Department

Postal Address : Private Bag 2700  
Houghton  
2041

Telephone : +27 11 484-8300  
 Fax : +27 11 484-0582  
 Website : www.sahrc.org.za  
 E-mail : PAIA@sahrc.org.za

#### **4 INFORMATION REQUIRED IN TERMS OF SECTION 51 (1) C OF THE ACT**

The following categories of records are available without a person having to request access in terms of the Act:

##### **1 Information**

##### **1.1 Publications**

- Vine statistics
- Grape prices
- Production and Market Estimates
- Wine Industry Information
  - Grape harvest
  - Wine production harvest and sales
  - Domestic sales of wine, total and per type of packaging
  - Imports and exports
  - Price ranges of wine sold in bulk as well as packaged wine (750ml, domestic)
  - Stock situation at producer cellars
  - International information, inter alia vine statistics, production and consumption of wine, grape prices
  - Macro-economic impact
  - SA Wine harvest report
  - Comparative exchange rate information
  - Import parity prices
  - etc.
- Global Wine Village
- International and local wine and related news
- Annual wine industry statistical booklet
- VinIntell

##### **1.2 Web page**

##### **1.3 E-Newsletter**

##### **1.4 Generic wine industry statistics**

## **2 Certification**

- 2.1 Liquor products Act 60 of 1989 and regulations
- 2.2 Wine of Origin Scheme as well as a review thereof
- 2.3 Certification Manual
- 2.4 SA Labeling requirements
- 2.5 Generic certification statistics and information
- 2.6 Wine Law Newsletters

## **5 RECORDS KEPT UNDER SECTION 51 (1) D OF THE ACT**

SAWIS keeps records in accordance with the following legislation as amended, all of which are available subject to such legislation as amended and the Act:

Marketing of Agricultural Products Act No 47 of 1996

Basic Conditions of Employment Act No 75 of 1997

Companies Act No 71 of 2008

Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993

Employment Equity Act No 55 of 1998

Income Tax Act No 95 of 1967

Labour Relations Act No 66 of 1995

Medical Schemes Act No 131 of 1998

Occupational Health and Safety Act No 85 of 1993

Regional Services Council Act No 109 of 1985

Skills Development Act No 97 of 1998

Skills Development Levies Act No 9 of 1999

Unemployment Contributions Act No 4 of 2002

Unemployment Insurance Act No 63 of 2001

Value Added Tax Act 89 of 1991

## **6 SUBJECTS AND RECORDS KEPT THAT IS AVAILABLE BUT MUST BE REQUESTED**

Information that can be made available upon receipt of a formal request and the evaluation of the request by the company to establish whether there will be complied with the request or not.

### **6.1 COMPANIES**

- Annual Financial Statements
- Accounting Records
- Change of Name Certificates
- Certificate of Incorporation
- Index of Members
- Other CIPC documentation
- Memorandum and Articles of Association
- Minute Book, Resolutions Passed
- Proxy Forms including those used at Court convened meetings
- Register of Directors and Certain Officers
- Fixed Assets Register, Mortgage register, Debentures
- Supporting Schedules to books of Account

### **6.2 HUMAN RESOURCES**

- Recruitment Policies
- Employment Contracts
- Training records
- Full Employee records
- Employee remuneration, attendance, arbitration awards
- Code of Conduct
- Full employee Benefits

### **6.3 ENVIRONMENTAL HEALTH AND SAFETY**

- Other

### **6.4 OTHER**

- Taxation, tax returns and documents
- Insurance, policies, coverages, claims

## **7 REQUESTS FOR ACCESS TO RECORDS**

Request for access to the records available or other relevant operational information should be made in terms of Section 53 of the Act and directed to:

Mrs Yvette van der Merwe  
Executive Manager  
SAWIS  
P.O. BOX 238  
Paarl  
Western Cape  
7620

Tel: +27 (0)21 807 5700

Fax: +27 (0)21 807 6000

E-mail: [info@sawis.co.za](mailto:info@sawis.co.za)

## **8 AVAILABILITY OF THE MANUAL**

The manual is also available for inspection at the offices of SAWIS free of charge and copies are available with the SAHRC and on the SAWIS website.

# FORM C

## REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53 (1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

### [Regulation 10]

#### A. Particulars of private body

The Head:

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#### B. Particulars of person requesting access to the record

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

Full names and surname:

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Identity number:

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Postal address:

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Fax number:

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Telephone number:

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E-mail address:

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

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**C. Particulars of person on whose behalf request is made**

*This section must be completed only if a request for information is made on behalf of another person.*

Full names and surname: \_\_\_\_\_  
\_\_\_\_\_

Identity number: \_\_\_\_\_

**D. Particulars of record**

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

1. Description of record or relevant part of the record:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Reference number, if available:  
\_\_\_\_\_

3. Any further particulars of record:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. Fees**

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

Reason for exemption from payment of fees:  
\_\_\_\_\_  
\_\_\_\_\_

**F. Form of access to record**

|  |  |  |   |  |  |    |
|--|--|--|---|--|--|----|
| <i>If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.</i> |  |  |   |  |  |    |
| Disability:  |  |  | Form in which record is required:                             |  |  |    |
| Mark the appropriate box with an "X".  |  |  |   |  |  |    |
| NOTES:   |  |  |   |  |  |    |
| (a) Your indication as to the required form of access depends on the form in which the record is available.  |  |  |   |  |  |    |
| (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.   |  |  |   |  |  |    |
| (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.  |  |  |   |  |  |    |
| <b>1. If the record is in written or printed form -</b>  |  |  |   |  |  |    |
|  | copy of record*                              |  | inspection of record  |  |  |    |
| <b>2. If record consists of visual images -</b><br>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc).  |  |  |   |  |  |    |
|  | view the images                              |  | copy of the images*   |  | transcription of the images*                               |    |
| <b>3. If record consists of recorded words or information which can be reproduced in sound -</b>   |  |  |   |  |  |    |
|  | listen to the soundtrack<br>(audio cassette) |  | transcription of soundtrack*<br>(written or printed document) |  |  |    |
| <b>4. If record is held on computer or in an electronic or machine – readable form -</b>   |  |  |   |  |  |    |
|  | printed copy of record*                      |  | printed copy of information derived from the record*          |  | copy in computer readable form*<br>(compact or flash disc) |    |
| * If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?   |  |  |   |  | YES  | NO |
| <b>A postal fee is payable.</b>  |  |  |   |  |  |    |
| <i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i>  |  |  |   |  |  |    |
| <b>In which language would you prefer the record?</b>  |  |  |   |  |  |    |

**G. Particulars of right to be exercised or protected**

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

1. Indicate which right is to be exercised or protected:

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2. Explain why the record requested is required for the exercise or protection of the  
aforementioned right:

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**H. Notice of decision regarding request for access**

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

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

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Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

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**SIGNATURE OF REQUESTER/ PERSON ON WHOSE BEHALF REQUEST IS MADE**