

**UVA MIRA VINEYARDS (PTY) LTD**

**Registration Number 1993/000231/07**

**MANUAL**

**in terms of**

**The Promotion of Access to Information Act**

**2 of 2000**

**(the “Act”)**

## **INDEX**

**1. INTRODUCTION**

**2. CONTACT DETAILS**

**3. THE ACT**

**4. APPLICABLE LEGISLATION**

**5. SCHEDULE OF RECORDS**

**6. FORM OF REQUEST**

**7. PRESCRIBED FEES**

**8. ANNEXURE “A” - FORM C – REQUEST FOR ACCESS TO RECORDS**

## 1. INTRODUCTION

UVA MIRA VINEYARDS (PTY) LTD (hereinafter referred to as the “Private Body”) conducts the business of wine grape cultivation and the production and sale of wine.

## 2. CONTACT DETAILS

Director:	Ockert Tobias Venter
Designated Information Officer:	Lara Shargey
Postal address:	P O Box 69993, Bryanston 2021
Street Address:	Cnr Witkoppen & Wroxham Roads, Paulshof 2191
Telephone number:	(021) 880 1683
Facsimile:	Not applicable
E-mail address:	lara@uvamira.co.za

## 3. THE ACT

The Act grants a requester access to records of the Private Body if the record is required for the exercise or protection of any right. If a public body lodges a request, the public body must be acting in the public interest.

Requests in terms of the Act Shall be made in accordance with the prescribed procedures at the rates provided. The forms and tariffs are dealt with in paragraphs 6 and 7 of this manual.

Requesters are referred to the Guide prepared by the South African Human Rights Commission which contains information for the purposes of exercising Constitutional Rights. The contact details of The South African Human Rights Commission are:

*PAIA Unit*

*The Research and Documentation Department*

*Postal address:*                      *Private Bag X2700*  
*Houghton*  
*2041*

*Telephone:*                              *+27 11 877 3600*

*Fax:*                                        *+27 11 484 0582*

*Website:*                                 [www.sahrc.org.za](http://www.sahrc.org.za)

*E-mail:*                                     [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

#### **4. APPLICABLE LEGISLATION**

Basic Conditions of Employment Act, 75 of 1997

Companies Act, 61 of 1973

Companies Act, 71 of 2008

Compensation for Occupational Injuries and Health Diseases Act, 130 of 1993

Competition Act, 89 of 1998

Consumer Protection Act, 68 of 2008 Co-operatives Act, 14 of 2005

Copyright Act, 98 of 1978

Currency and Exchanges Act, 9 of 1933

Customs and Excise Act, 91 of 1964

Electronic Communications Act, 36 of 2005

Electronic Communications and Transactions Act, 25 of 2002

Employment Equity Act, 55 of 1998  
Finance Act, 2 of 2007  
Financial Intelligence Centre Act, 38 of 2001  
Financial Advisory and Intermediary Services Act, 37 of 2002  
Financial Services Board Act, 97 of 1990  
Income Tax Act, 95 of 1967  
Labour Relations Act, 66 of 1995  
Liquor Act, 2003  
Liquor Products Act, 1989  
Merchandise Marks Act, 1941  
National Veld and Forest Fire Act, 1998  
Occupational Health & Safety Act, 85 of 1993  
Regional Services Councils Act, 109 of 1985  
Prescription Act, 68 of 1969  
Prevention of Organized Crime Act, 121 of 1998  
Promotion of Access to Information Act, 2 of 2000  
Promotion of Administrative Justice Act, 3 of 2000  
Protection of Personal Information Act, 4 of 2013  
Skills Development Act, 97 of 1999  
Skills Development Levies Act, 9 of 1999  
Tax Administration Act, 28 of 2011  
Trade Marks Act, 194 of 1993  
Unemployment Contributions Act, 4 of 2002  
Unemployment Insurance Act, 63 of 2001  
Value Added Tax Act, 89 of 1991

The above records, in so far as it being of a public nature are available automatically without a person having to request access thereto.

## 5. SCHEDULE OF RECORDS

We maintain records on the following categories and subject matters. However, please note that recording a category or subject matter in this manual does not imply that a request for access to such records will be acceded to. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act. In particular, there may be applicable grounds on refusal of such a request, as set out in the Act.

Records that may be requested:

### 5.1 Administration:

- ☐ Documents of Incorporation
- ☐ Minutes of Meetings
- ☐ Records relating to the appointment of directors, accountants, auditors, secretary, public officer and others
- ☐ Statutory Registers

### 5.2 Operations:

- ☐ Purchase Records
- ☐ Sales Records
- ☐ Repair Records
- ☐ Client Registry

### 5.3 Personnel documents and records

- ☐ Disciplinary Code
- ☐ Disciplinary Records
- ☐ Employment Contracts
- ☐ Employment Equity Plan

- ☐ Leave Records
- ☐ Medical Aid Records
- ☐ Pension Fund Records
- ☐ Salary Records
- ☐ SETA Records
- ☐ Training Manuals
- ☐ Training Records

#### 5.4 Financial information

- ☐ Accounting Records
- ☐ Asset Register
- ☐ Banking Records/Bank Statements, Paid Cheques, Electronic Banking Records, Deposit Slips
- ☐ Contracts and Agreements
- ☐ Financial Statements
- ☐ Invoices

#### 5.5 Income tax records

- ☐ PAYE Records
- ☐ UIF
- ☐ VAT Records
- ☐ Workmen's Compensation
- ☐ Tax Returns

#### 5.6 Internal records

- ☐ Intellectual Property
- ☐ Internal Correspondence
- ☐ Internal Policies and Procedures

- ☐ Production Records
- ☐ Sales Records
- ☐ Marketing Records
- ☐ Operational Records

## 6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form C (paragraph 8 of this manual).

6.2 Address your request to the Designated Information Officer in 2 above.

6.3 Provide sufficient details to enable the Private Body to identify:

6.3.1 The record(s) requested;

6.3.2 The requester (and if an agent is lodging the request, proof of capacity);

6.3.3 The form of access required;

6.3.4 The postal address or fax number of the requester in the Republic;

6.3.5 If the requester wishes to be informed of the decision in any manner (in addition to written), the manner and particulars thereof;

6.3.6 The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.



## **7. PRESCRIBED FEES**

The following applies to requests (other than personal requests):

7.1 A requester is required to pay the prescribed fee before a request will be processed;

7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);

7.3 The requester may lodge an application to the court against the payment of the request fee and/or deposit;

7.4 Records may be withheld until the fees have been paid;

7.5 The fee structure is available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za).

## **8. ANNEXURE "A" – FORM C (attached)**

SIGNED: LARA SHARGEY  
DESIGNATED INFORMATION OFFICER

ANNEXURE "A"

FORM C – REQUEST FOR ACCESS TO RECORDS

FORM C

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

(Regulation 10)

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number

Postal address

Fax number:

Telephone number:

E-mail address:

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.

- Description of record or relevant part of the record:
- Reference number, if available:
- 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 for exemption.

Reason for exemption from payment of fees:

---



---



---



---



---



---

**F. Form of access to record**

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

Disability:

Form in which record is required:

Mark the appropriate box with an "X".

NOTES:

- (a) Compliance with your request in the specified form may depend 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 in part depend on 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 the record consists of visual images —</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
View the images		Copy the images	Transcription of the images
<b>3. If the record consists of recorded words or information which can be reproduced in sound —</b>			

Listen to the soundtrack (audio cassette)		transcription of soundtrack*		copy of the soundtrack* (audio cassette)	
<b>4. If the 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* (stiffy or compact disc)	
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>If so, a postal fee is payable.</b>				YES	NO

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

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

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

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

*You will be notified in writing whether your request has been granted or refused. 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?

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

\_\_\_\_\_  
SIGNATURE OF REQUESTER/  
PERSON ON WHOSE BEHALF REQUEST IS MADE