

**DE DOORNS WINE CELLAR CO-  
OPERATIVE LIMITED**

(INCORPORATED IN THE REPUBLIC OF SOUTH AFRICA)  
(REGISTRATION NUMBER:1968/000001/24)

**PAIA MANUAL**

This manual has been prepared in terms of Section 51 of the Promotion of Access to Information Act, (No 2 of 2000) hereinafter referred to as “the Act”.

**Table of Contents:**

1.	Foreword	3
2.	Introduction	3
3.	Particulars in terms of the manual:	
3.1	Contact Details of Information Officer	4
3.2	Directors of De Doorns Wine Cellar Co-operative Limited	4
3.3	Section 10 guide on how to use The Act	4
4	Records and information held by the group of companies	5
5	Records available in terms of other legislation	5
6	Right of access to records of private bodies (Section 50)	6
7	Grounds for refusal of access to records	6
8	How to request records and/or information (Section 53)	7
9	Fees in respect of request for information	7
10	Consideration of Application	8
11	Refusal of Application	8
12	Payment of Fees	8
Annexure:		
Table A: Schedule of Records in terms of Section: 51 (1) (d) and (e)		
Form B: Request for Access to records of Private Body		



## 1. **FOREWORD:**

The Promotion of Access to Information Act (no 2 of 2000) has been formulated to ensure a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information as entrenched in the constitution.

A copy of the Act may be downloaded from:

**[www.polity.org.za/html/govdocs/legislation/2000/index.html](http://www.polity.org.za/html/govdocs/legislation/2000/index.html)**

The Act establishes voluntary and mandatory procedures to give effect to a person's constitutional right to information in a manner which enables persons to obtain records of public and private bodies swiftly, inexpensively and effortlessly.

De Doorns Wine Cellar Co-operative Limited group of companies constantly endeavour to ensure that their reporting and disclosure to stakeholders is relevant, clear and effective.

This manual is compiled in compliance with section 51 of the Act and will assist a person in requesting information from De Doorns Wine Cellar Co-operative Limited or any of its subsidiaries.

Applicants may contact the information officer, should they need any further assistance in the use of this manual and/or requesting information.

## 2. **INTRODUCTION:**

This manual pertains to De Doorns Wine Cellar Co-operative Limited and its subsidiaries incorporated in the Republic of South Africa and provide the procedure to be followed in requesting information. Information must be requested to exercise or protect rights.

A Copy of this manual is available on [www.dedoornscellar.co.za](http://www.dedoornscellar.co.za) website (see website particulars below).

### 3. PARTICULARS IN TERMS OF THE MANUAL:

#### 3.1 Contact Details of Information Officer:

Daniel Koen

**Telephone Number:** 023 356 2100

**Fax Number:** 086 579 1310

**Physical Address:**

Kelder Street

De Doorns

6875

**Postal Address:**

PO Box 129

De Doorns

6875

**E-mail:** [ddwk@hexvallei.co.za](mailto:ddwk@hexvallei.co.za)

**Website Address:** [www.dedoornscellar.co.za](http://www.dedoornscellar.co.za)

#### 3.2 Directors of De Doorns Wine Cellar Co-operative Limited:

**Johannes Hendrik Jordaan**

**Eugene De Villiers**

**Andre Marshall Thops**

**Martinus Wilhelmus Van Niekerk**

**Hercules Viljoen**

**Lucas Abraham Badenhorst**

#### 3.3 The Section 10 guide on how to use The Act:

Description of Section 10 guide.

A guide has been compiled in terms of Section 10 of the Act by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by the Act. It is available in all official languages.

The guide is available from the Human Rights Commissions' website at: [www.sahrc.org.za](http://www.sahrc.org.za).

Please direct queries to:

**The South African Human Rights Commission (SAHRC)**

**PAIA Unit – The Research and Documentation Department**

**Postal Address:** Private Bag 2700, Houghton, 2041

**Physical Address:** Forum 3, 33 Hoofd Street, Braamfontein

**Telephone:** 011 484 8300

**Fax:** 011 484 0582

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

**E-mail:** PAIA@sahrc.org.za

**4 Records and Information hold by the group of companies:**

The information held by the group of companies includes information and records held in terms of other legislation [section 51(1)(d)(e)]. Some of the documents are listed in Table A attached hereto.

No description of documents that are freely available was lodged in terms of section 52 of the Act with the Minister.

The group of companies holds two categories of documents and information:

- A: Information freely available at payment of a prescribed fee;
- B: Information that can only be obtained by a formal application and payment of the prescribed fee.

In some instances the records are only available to shareholders. Some records are destroyed from time to time. It is advisable, but not compulsory, to enquire from the Information Officer, whether a specific record is freely available, prior to lodging a formal application.

**5 Records available in terms of other legislation:**

Information is available in terms of the following legislation, if and where applicable:

- Basic Conditions of Employment Act No. 75 of 1997;
- Companies Act No. 71 of 2008;

- Compensation of Occupational Injuries and Diseases Act No. 130 of 1993;
- Customs and Exercise Act No. 91 of 1964;
- Electronic Communications and Transaction Act No. 25 of 2002;
- Employment Equity Act No. 55 of 1998;
- Financial Intelligence Centre Act No 38 of 2001;
- Income Tax Act No. 58 of 1962;
- Liquor Act No. 59 of 2003;
- Labour Relations Act No. 66 of 1995;
- National Environmental Management Act No 107 of 1998;
- Occupational Health and Safety Act No. 85 of 1993;
- Patents Act No. 57 of 1978;
- Prevention of Organised crime Act No. 121 of 1998;
- Promotion of Access to Information Act No. 2 of 2000;
- Skills Development Levies Act No. 9 of 1999;
- Short-term Insurance Act no. 53 of 1998
- Trademarks Act No. 194 of 1993;
- Transfer Duty Act No 40 of 1949;
- Unemployment Insurance Act No. 30 of 1966;
- Value Added Tax Act 89 of 1991.

## 6 **Right of access to records of private bodies (Section 50):**

*50(1): A Requester must be given access to any record of a private body if:*

- (a) That record is required for the exercise or protection of any rights;*
- (b) That person complies with the procedural requirements in this act relating to the request of access to that record; and*
- (c) Access to that record is not refused in terms of any grounds for refusal contemplated in Chapter 4 of Part 3 of the Promotional Access to Information Act.*

## 7 **Grounds for refusal of access to records:**

The grounds for refusal of access to information of records are set out under Chapter 4 of the Promotion of Access to Information Act.

## 8 How to request records and/or information (Section 53)

A request to access information of De Doorns Wine Cellar Co-operative Limited group of companies must be noted in the form attached to this manual, Form B. Form B is available on request from the Information Officer.

Form B must be completed thoroughly and returned to the Information Officer by e-mail or prepaid registered post.

Applicants must clearly describe the right they want to exercise or protect in the application form.

## 9 Fees in respect of request for information:

9.1 The fee for a copy of the manual as contemplated in Regulation 92C is R1-10 for every photocopy of an A4 size page or part thereof;

9.2 The fees for reproduction referred to in Regulation 11(1) as follows:

- |    |   |        |
|----|---|--------|
| a) | for every photocopy of a A4 size page of part thereof   | R 1-10 |
| b) | every printed copy of a A4 size page or part thereof on a computer or electronic or machine-readable form         | R 0-75 |
| c) | for a copy in a computer readable form on:  |        |
|    | (i) compact disk  | R70-00 |
| d) | (i) For a transcription of visual images for an A4 size page or part thereof                                      | R40-00 |
|    | (ii) for a copy of visual images  | R60-00 |
| e) | (i) for a transcription of an audio record for an A4 size page or part thereof                                    | R20-00 |
|    | (ii) for a copy on an audio record  | R30-00 |
|    | (iii) the request fee payable by a requester other than a personal requester refer to in Regulation 11(2)         | R50-00 |
|    | (iv) the access fees payable by a requester referred to in Regulation 11(3) is as follows:                        |        |
|    | a. for every photocopy of an A4 size page or part thereof   | R 1-10 |
|    | b. for every copy of an A4 size page or part thereof held on a computer or in electronic or machine readable form | R 0-75 |
|    | c. for a copy in a computer readable form on:   |        |
|    | (i) contact disk  | R70-00 |
|    | d. (i) for the transcription of visual images, for an A4 size page or part thereof                                | R40-00 |
|    | (ii) for a copy of visual images  | R60-00 |
|    | e. (i) for a transcription of an audio record, for an A4 size page or part thereof                                | R20-00 |
|    | (ii) for a copy of an audio record  | R30-00 |
|    | f. (i) to search for and prepare the record for disclosure, for   | R30-00 |



- each hour or part of a hour reasonable required for such search and preparation
- (ii) for purposes of Section 54(2) of the Act, the following applies:
- a. six hours as the hours to be exceeded for the deposit is payable;
  - b. one third of an access fee is payable as a deposit by the requester
  - c. The actual postage is payable when a copy of a record must be posted to a requester.

## 10 **Consideration of Application**

The Information Officer will consider the application and within 30 Days communicate with the Applicant regarding the fees payable.

If the application is granted the documentation will be supplied to the Applicant.

## 11 **Refusal of Application**

If the application for information is refused the Information Officer will communicate the reasons for such refusal to the Applicant.

The Applicant can, within 30 days after the refusal of such application, bring an application to have the information officer's decision revised by a court with jurisdiction over the matter.

## 12 **Payment of Fees:**

Payment of all fees must be made to the following bank account:

Bank: ABSA  
Branch: De Doorns  
Branch Code: 334207  
Account Number: 2450000011

Proof of payment must be faxed to the Information Officer.

## 13 **Annexure**

- 13.1 Table A: Schedule of Records in terms of Section: 51(1)(d) and (e)
- 13.2 Form B: Request for Access to records of Private Body