

AMANI VINEYARDS (PTY) LTD

MANUAL – PRIVATE BODIES

SECTION 51 OF PROMOTION TO ACCESS OF INFORMATION ACT

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B. PARTICULARS IN TERMS OF SECTION 51 AS PRESCRIBED

1. CONTACT DETAILS

1.1 Company Information

Full Name:	Amani Vineyards (Pty) Ltd
Trading Name:	Amani Vineyards.....
Registration Number:	2001/024412/07
Date of Incorporation:	11 October 2001
Main Object – Industry Code:	Own and let property to enter into the whole field of wine farming production and sales
Trading activity:	Own and let property to enter into the whole field of wine farming production and sales
Geographical Area:	Republic of South Africa
VAT Registration Number:	4870196328
Business Address:	Polkadraai Road Stellenbosch 7613
Registered Address:	De Waterkant Building 10 Helderbergstreet Stellenbosch 7599
Postal Address:	P.O Box 12422 Die Boord Stellenbosch 7613
Telephone Number:	021 881 3930

Facsimile: 021 881 3931
Email: amanirusty@gmail.com
Employment Detail: 1 employees in fulltime employment.

1.2 **Contact Person**

Name: Rusty Myers
Position: Owner and operation manager
Postal Address: P.O Box 12422
Die Boord
Stellenbosch
7613
Telephone Number: 021 881 3930
Facsimile: 021 881 3931
Email: rusty@amani.co.za

1.3 **Information Officer**

Name: Rusty Myers
Position: Owner and operations manager
Postal Address: P.O Box 12422
Die Boord
Stellenbosch
7613
Telephone Number: 021 881 3930
Facsimile: 021 881 3931
Email: rusty@amani.co.za

2. SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than December 2011. Please direct enquires 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: +27-11-4840582

Email: fvanrensburg@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Legislation Applicable to this Company:

- Basic Conditions of Employment Act, No 75 of 1997
- Companies Act, No 61 of 1973 and 71 of 2008
- Compensation for Occupational Injuries and Health Diseases Act, No 130 of 1993
- Credit Agreement Act, 75 of 1980
- Alienation of Land Act, Act 68 of 1981
- Debt Collectors Act, Act 114 of 1998
- Employment Equity Act, No 55 of 1998

- Extension of Tenure of Security Act, Act 75 of 1980
- Harmful Business Practices Act, No 23 of 1999
- Income Tax Act, No 95 of 1967
- Intellectual Property Laws Amendment Act, No 38 of 1997
- Insider Trader Act No 135 of 1981
- Insolvency Act, No 24 of 1936
- Insurance Act No 27 of 1943
- Occupational Health & Safety Act No 85 of 1993
- Labour Relations Act, No 66 of 1995
- Regional Services Councils Act, No 109 of 1985
- SA Reserve Bank Act, No 90 of 1989
- Skills Development Levies Act, No 9 of 1999
- Skills Development Act, No 97 of 1998
- Stamp Duties Act, No 77 of 1968
- Tax on Retirement Funds no 38 of 1996
- Trade Marks Act, No 194 of 1993
- Unemployment Contributions Act, No 4 of 2002
- Unemployment Insurance Act, No 63 of 2001
- Usury Act, No 73 of 1968
- Value Added Tax Act, No 89 of 1991
- Conservation of Agricultural Resources Act, No 43 of 1983
- Environment Conservation Act, No 73 of 1989
- National Monuments Act, No 28 of 1969
- Fertiliser, farmfeeds, Agricultural Remedies and Stock Remedies Act, No36 of 1947

4. ACCESS TO RECORDS HELD BY THE BODY

4.1 Not Applicable

4.2 Records that may be requested

4.2.1 Human Resources

- Staff Recruitment Policies
- Staff Records and attendance register
- Minutes – Staff Meetings
- Employment Contracts
- Remuneration Records
- Employment Conditions and Policies
- Employee manual
- Records of Disciplinary Hearings
- Trade Union Registration
- Safety Manual

4.2.2 Financial Department

- Financial Statements
- Invoices
- Credit notes
- Receipts
- Goods received vouchers
- Asset Register
- Stock Records
- Income Tax Reports and Summaries
- VAT reports and Summaries
- PAYE & SDL Reports and Summaries
- UIF Reports and Summaries

- Compensation Commissioner Report and Summaries
- Regional Services Council Reports
- General Trading Licenses
- Insurance Policies and claims

4.2.3 Company Secretarial Department

- Company Register and prescribed company documentation
- Minutes – Directors Meetings
- Management Meetings
- Software License

4.2.4 Company Operations

- Instruction Manual
- Service/ Product specification Manual
- Client complaints / enquiry records
- Daily Sales Records
- Quality Control Records

4.3 Request Procedures to be followed and fees paid (as prescribed)

Form of Request

- The requester must make use of the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax or electronic email address of the body concerned [s 52(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate

which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars so informed [s 53(2)(a) and (b) and (c)].

- The requester must identify the right that is sought to be exercised or to be protected and to provide an explanation of why the request record is required for the exercise or protection of that right [s 53(2) (d)].
- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2) (f)].

Fees

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

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].

- After the head of the private body has made a decision on the request, the requester must be notified in the prescribed form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for the time spent that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

5. OTHER INFORMATION AS MAY BE PRESCRIBED

[section 51(1)(f)]

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

6. AVAILABILITY OF MANUAL

The rules pertaining to Private Bodies refers. The manual is to be made available as follows:

- The South African Human Rights Commission

Postal Address: Private Bag 2700, Houghton 2041

Or deliver to: Address: Boundary Road, Ilse of Houghton, Wilds View, Entrance 1, Houghton, Johannesburg

- The Government Printers – the manual will be printed in the Gazette

- The head of a private body will make the manual available for public inspection during office hours and upon request