



**KOELENHOF**

WINERY & BOTTLING

***KOELENHOF WINE CELLAR  
(PROPRIETARY) LIMITED***

(INCORPORATED IN THE REPUBLIC OF SOUTH AFRICA)

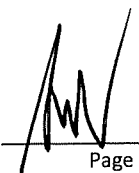
(REGISTRATION NUMBER: 1998/022241/07)

**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".*

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## 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](http://www.polity.org.za/html/govdocs/legislation/2000)

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.

Koelenhof Wine Cellar (Proprietary) Limited 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 Koelenhof Wine Cellar (Proprietary) Limited.

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

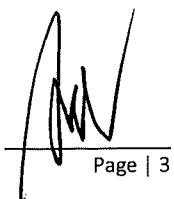
## 2. INTRODUCTION

This manual pertains to Koelenhof Wine Cellar (Proprietary) Limited incorporated in the Republic of South Africa and provides the procedure to be followed in requesting information. Information must be requested to exercise or protect rights.

This manual contains categories of information the company possess and the correct procedure to follow should anyone require access to any of this information.

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

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### 3. PARTICULARS IN TERMS OF THE MANUAL

#### 3.1 Contact Details of Information Officer:

ANDREW SMIT DE VRIES

**Telephone Number:**

+27 21 865 2020

**Fax Number:**

+27 21 865 2021

**Physical Address:**

Koelenhof Wine Cellar, Klipheuwel Road, R304,  
Stellenbosch, Western Cape Province  
7605

**Postal Address:**

P.O. Box 1, Koelenhof,  
Western Cape Province  
7605

**E-mail:** andrew@koelenhof.co.za

**Website Address:** www.koelenhof.co.za

#### 3.2 Directors of Koelenhof Wine Cellar (Proprietary) Limited:

Fritz Herman Werner Wirth

Herbert William Cloete

Andrew Smit De Vries

Daniël Johannes Van Breda

Johan Christiaan Wirth

Gert Cloete

Gabriel De Vos Du Bois

#### 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:

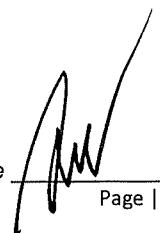
**The South African Human Rights Commission (SAHRC)**

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

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

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

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**Telephone:** +27 11 877 3600  
**Fax:** +27 11 403 0625  
**Website:** [www.sahr.org.za](http://www.sahr.org.za)  
**E-mail:** PAIA@sahrc.org.za

#### 4. **RECORDS AND INFORMATION HELD BY THE COMPANY**

The information held by the company 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 company 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.

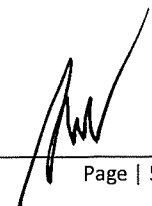
In some instances the records are only available to shareholders. Some records are destroyed from time to time. It is advisable, but not compulsory, to enquire from the Information Officer, whether a specific record is freely available, prior to lodging a formal application.

#### 5. **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION**

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

- Arbitration Act, No. 42 of 1965;
- Basic Conditions of Employment Act, No. 75 of 1997;
- Broad-Based Black Economic Empowerment Act of 2003;
- Close Corporations Act, No. 69 of 1984;
- Companies Act, No. 71 of 2008;
- Compensation for Occupational Injuries and Health Diseases Act, No. 130 of 1993;
- Consumer Protection Act, No. 68 of 2008;
- Copyright Act, No. 98 of 1978;
- Customs and Excise Act, No. 91 of 1964;
- Electronic Communications and Transactions Act, No. 25 of 2002;

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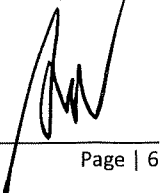
- Employment Equity Act, No. 55 of 1998;
- Financial Intelligence Centre Act, No. 38 of 2001;
- Foodstuffs, Cosmetics and Disinfectants Act, No. 54 of 1972;
- Income Tax Act, No. 95 of 1967;
- Insolvency Act, No. 24 of 1936;
- Intellectual Property Laws Amendments Act, No. 38 of 1997;
- International Trade Administration Act, No. 71 of 2002;
- Labor Relations Act, No. 66 of 1995;
- Liquor Act, No. 59 of 2003;
- Medicines and Related Substances Act, No. 101 of 1965;
- National Credit Act, No. 34 of 2005;
- National Environmental Management Act, No. 107 of 1998;
- National Road Traffic Act, No. 93 of 1996;
- Occupational Health & Safety Act, No. 85 of 1993;
- Patents Act, No. 57 of 1978;
- Pension Funds Act, No. 24 of 1956;
- Prevention of Organised crime Act, No. 121 of 1998;
- Promotion of Access to Information Act, No. 2 of 2000;
- Promotion of Administrative Justice Act, No. 3 of 2000;
- Protection of Personal Information Act, No. 4 of 2013;
- Sectional Titles Act, No. 95 of 1986;
- Short-term Insurance Act, No. 53 of 1998;
- Skills Development Levies Act, No. 9 of 1999;
- Skills Development Act, No. 97 of 1998;
- Tax on Retirement Funds Act, 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;
- Value Added Tax Act, No. 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.*

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**7. GROUNDINGS 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 Koelenhof Wine Cellar (Proprietary) Limited 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 each hour or part of an hour reasonable required for such search and preparation | R30-00 |
|    | (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:

Account name: Koelenhof Wynkelder (Pty) Ltd  
 Bank: FNB  
 Branch Code: 200 610  
 Account Number: 6288 267 0386

Proof of payment must be faxed to the Information Officer.

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13. **ANNEXURES**

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

**This PAIA - manual was adopted upon the date of signature thereof.**

Dated and signed at Koelenhof on this 02 day of June 2021.

  
\_\_\_\_\_  
ANDREW SMIT DE VRIES

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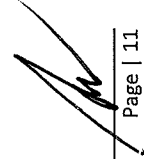
**SCHEDULE OF RECORDS IN TERMS OF SECTION: 51(1)(d) AND (e)**

SUBJECT	CATEGORY	DESCRIPTION	HELD IN TERMS OF		AVAILABILITY TO PUBLIC		
			LEGISLATION	INTERNAL ARRANGEMENTS	NOT AVAILABLE	AVAILABLE FOR PERUSAL	COPIES AVAILABLE
COMPANY REGISTERS	REGISTERS	Directors and Official	Act 71/08			X	@ Fee
		Interest of Directors	Act 71/08			X	@ Fee
		Shareholders	Act 71/08			Only Shareholders	@ Fee
		Dividend	R2592 dd 25/11/83		X		
	Awards	Act 71/08				X	@ Fee
	Assets	R2592 dd 25/11/83			X		
MINUTES		Attendance (Directors and Managers)	Act 71/08			Only Shareholders	@ Fee
		Bonds	R2592 dd 25/11/83		X		
	Shareholders	Act 71/08		X		Only Shareholders	@ Fee
	Directors	Act 71/08		X			
	Managers	Act 71/08		X			
				Other			X

**Table A**

SUBJECT	CATEGORY	DESCRIPTION	HELD IN TERMS OF		AVAILABILITY TO PUBLIC		
			LEGISLATION	INTERNAL ARRANGEMENTS	NOT AVAILABLE	AVAILABLE FOR PERUSAL	COPIES AVAILABLE
TAX	CERTIFICATES	IRP5	Chapter 11 Act 58/62		X		
		IB3	Chapter 11 Act 58/62		X		
	RETURNS	Returns	Chapter 11 Act 58/62		X		
ACCOUNTING		Payment Sheets	Chapter 11 Act 58/62		X		
		Debtors	Chapter 11 Act 58/62		X		
		Creditors	Chapter 11 Act 58/62		X		
		Hire-purchase	Chapter 11 Act 58/62		X		
		Stock	Chapter 11 Act 58/62		X		
		Yearend statements	R2582 dd 25/11/83		X		
RECORDS		Ledger	Chapter 11 Act 58/62		X		
	DOCUMENTS	Receipts, Invoices, Debit & Credit note claims, Orders Jobcards	Chapter 11 Act 58/62		X		
AUDIT	OFFICE DOCUMENTS			X			
	INTERNAL AUDIT	Reports		X			

Table A

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SUBJECT	CATEGORY	DESCRIPTION	HELD IN TERMS OF		AVAILABILITY TO PUBLIC			
			LEGISLATION	INTERNAL ARRANGEMENTS	NOT AVAILABLE	AVAILABLE FOR PERUSAL	COPIES AVAILABLE	
GENERAL	CORRESPONDENCE	Correspondence		X				
		Inspection	Sec. 18 Act 58/62		X			
PERSONNEL	PERSONNEL	Personal Details	Sec. 31 Act 58/62		X			
		Wages	Sec. 31 Act 58/62		X			
LICENCES	CONTRACTS COURSES VEHICLES	Contracts		X	X			
		Courses		X	X			
		Vehicles	Chapter V Act 93/96		X	X		
		Business	Local Regulations		X			
	CHEMICALS	Chemicals	Sec. 4 Act 15/73		X			
	LIQUOR	Liquor	Act 59/03 Act 27/89	X		X		
	EXPORT	Export Permit	Act 71/02		X			
CORRESPONDENCE GENERAL	CORRESPONDENCE GENERAL	Correspondence		X	X			
		Log Statements		X	X			
		Contracts		X	X			
		Tariff Lists		X	X			
		Way-Bill/SAMIS		X	X			
		ISO Documents		X	X			
		Quotations		X	X			
		Security		X	X			

Table A

**FORM B**

**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 Information Officer**

Koelenhof Wine Cellar (Proprietary) Limited  
Andrew Smit De Vries

**Telephone Number:**

+27 21 865 2020

**Fax Number:**

+27 21 865 2021

**Physical Address:**

Koelenhof Wine Cellar, Klipheuwel Road, R304,  
Stellenbosch, Western Cape Province  
7605

**Postal Address:**

P.O. Box 1, Koelenhof,  
Western Cape Province  
7605

**E-mail:** andrew@koelenhof.co.za

**Website Address:** www.koelenhof.co.za

**B. Particulars of person requesting access to the records**

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
- (c) *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: .....

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

.....

**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: .....

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**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 for exemption.

Reason for exemption from payment of fees:

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

**F. Form of access to record**

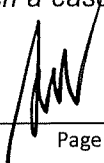
*If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.*

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.

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(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.</b>	<b>If the record is in written or printed form:</b>				
	Copy of record *		Inspection of record		
<b>2.</b>	<b>If record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)				
	View the images		copy of the images*	Transcription	
<b>3.</b>	<b>If record consists of recorded words or information which can be reproduced in sound:</b>				
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)		
<b>4.</b>	<b>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* (stiffy or compact disk)	
*	If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable</b>			YES	NO


**G. Particulars or 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.*

- Indicate which right is to be exercised or protected:  
.....  
.....  
.....
- 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 approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

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Page | 15

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

.....  
.....

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

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

Initial here \_\_\_\_\_

Handwritten initials in black ink, appearing to be 'AM' or similar, written over a horizontal line.