

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

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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 11 877-3600

Fax : +27 11 403-0684

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:

Publications

- Booklets
- Brochures
- Web page
- Other

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

Winetech 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
- Register of Certain Officers
- Fixed Assets Register
- 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
- Constitution

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:

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Western Cape
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E-mail: marting@winetech.co.za

8 AVAILABILITY OF THE MANUAL

The manual is also available for inspection at the offices of Winetech free of charge and copies are available with the SAHRC and on the Winetech website (www.winetech.co.za).

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