

Bernheim Wines T/A Dickens Family Wines

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Info@dickenswines.co.za



DICKENS
FAMILY WINES

(Registration Number: 2008/019795/07)

Manual in terms of Section 51 of

The Promotion of Access to Information Act 2 of 2000

("the Act")

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1. INTRODUCTION

BernheimWines (Pty) Ltd TA Dickens Family Wines export wine. With more than 20 years' experiences. With selling and Marketing.

2. COMPANY CONTACT DETAILS (SECTION 51(1)(A))

Contact details of Information Officer:

Name & Surname	Heloise Dickens
Telephone Number	0846553340
Email Address	Info@dickenswines.co.za
Physical Address	241 Boschenmeer Golf Estate, Paarl, 7646
Website Address	www.dickenswines.co.za

Directors: Heloise Dickens

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (SECTION 51(1)(B))

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

Right of access to records of private bodies (Section 51):

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 the 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 Act.
- 3.2 Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3 The grounds for refusal of access to information of records are set out under Chapter 4 of the Act.
- 3.4 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.
- 3.5 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.
- 3.6 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	+27-11-877 3600
Fax Number:	+27-11-403 0625
Website:	www.sahrc.org.za

4. APPLICABLE LEGISLATION (SECTION 51(1)(C))

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

- Basic Conditions of Employment Act No. 75 of 1997.
- Broad-based Black Economic Empowerment Act 53 of 2003,
- Companies Act No. 71 of 2008.
- Compensation of Occupational Injuries and Diseases Act No. 130 of 1993.
- Consumer Protection Act 68 of 2008
- Customs and Excise 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.
- Protection of Personal Information Act No. 4 of 2013.
- South Africa Revenue Services Act No. 34 of 1997.
- Skills Development Act No. 97 of 1998.
- 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 No. 89 of 1991.

5. SCHEDULE OF RECORDS (SECTION 51(1)(D))

5.1 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 below:

5.1.1 Statutory Business Records

- Certificate to Commence Business
- Details of Shareholders/Directors
- Interests of Directors
- Shareholder Register
- Minutes of Directors Meetings
- Minutes of Shareholder Meetings
- Minutes of Management Meetings
- Resolutions

5.1.2 Accounting Records

- Annual financial statements and working papers
- General Ledger
- Bank statements
- Customer and supplier statements and invoices
- Cash books and petty cash books
- Fixed Asset Register
- Tax returns and assessments
- Tax certificates (IRP5, IB3)
- VAT returns
- Budgets and business plans
- Insurance records (claims, coverage, limits, policy, insurers etc.)
- Investment records
- Inventory records
- Capital expenditure
- Auditor's reports
- Sales

5.1.3 Information Technology

- Client database • Hardware
- Intranet/Server
- Licenses
- Systems support, programming & development
- Software packages
- Telephone exchange equipment

5.1.4 Legal, Agreements & Contracts

- Agreements with clients
- Agreements with service providers/suppliers
- Title deeds
- Contracts, including lease agreements and finance agreements

5.1.5 Personnel Records

- Disciplinary records
- Employee evaluation & performance records
- Employee information records

- Employment applications
- Employment contracts
- Employment Equity plan
- Health & Safety records
- Leave applications
- Personnel Policy
- Payroll
- Payslips
- Time records
- Personnel files
- Training & development
- UIF, PAYE & SDL returns
- Workmen's Compensation documents

5.1.6 Licences

- Vehicle licenses
- Business licenses
- Chemical licenses

5.2 Information automatically available includes information on the company's website, marketing & promotional material, newsletters, posters & pamphlets/brochures.

5.3 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.

5.4 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.

6. REQUEST TO ACCESS TO INFORMATION (SECTION 51(1)(E))

To facilitate the processing of your request, kindly note that:

6.1 A request to access information of the company must be noted in Form C¹ (J750 ENG), which is available on request from the Information Officer or on the Information Regulator's website.

¹ https://www.justice.gov.za/forms/paia/J752_paia_Form%20C.pdf

6.2 Form C must be completed thoroughly and returned to the Information Officer by email. Applicants must clearly describe the right they want to exercise or protect in the application form.

7. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of the company and at their website:
<https://www.dickenswines.co.za>

H Dickens

18 May 2022

Signature
Heloise dickens
Director