

# **Overhex Wines International (Pty) Ltd**

---

**(Registration Number: 2004/032442/07)**

Manual in terms of section 51 of the Promotion of  
Access to Information Act, 2 of 2000

---

**Date of Compilation:** 15/12/15

**Date of Revision:** 15/12/15

# Contents Page

---

## PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

Section 51 Manual of Overhex Wines International (Pty) Ltd  
(Registration number: 2004/032442/07)

1. Contact particulars (Section 51(1)(a))
2. Introduction
3. Guide in terms of section 10 of The Act (Section 51(1)(b))
4. Facilitation of a request for access to information (Section 51 (1)(e))
5. Information available in terms of other applicable legislation (Section 51(1)(c))
6. Information automatically available
7. Information available in terms of the act (Section 51 (1)(d))
8. General (Section 51(1)(f))
9. Requesting Procedures
10. Availability of the manual

# PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

## SECTION 51 MANUAL OF OVERHEX WINES INTERNATIONAL (PTY) LTD (REGISTRATION NUMBER: 2004/032442/07)

### 1. CONTACT PARTICULARS

<b>Head of business:</b>	Gerhard van der Wath	<b>Information officer:</b>	Stephan van As
<b>Postal Address:</b>	P O Box 139  Worcester 6850	<b>Physical Address:</b>	71 Stockenstroom Street  Worcester 6850
<b>Telephone Number:</b>	0233476838	<b>Fax Number:</b>	0233476837
<b>E-mail Address:</b>	stephan@overhex.com		

### 2. INTRODUCTION

Marketing and distribution of Wines Internationally

### 3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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.

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 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](http://www.sahrc.org.za)

### 4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from **Overhex Wines International (Pty) Ltd**.

## 5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008
- Consumer Protection Act 68 of 2008
- Competition Act 89 of 1998
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Consumer Affairs (Unfair Business Practices) Act 71 of 1988
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Liquor Act 27 of 1989 and 59 of 2003
- Liquor Products Act 60 of 1989
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information Act 2 of 2000
- Promotion of Administrative Justice Act of 3 of 2000
- Protection of Personal Information Act 4 of 2013
- Securities Transfer Act 25 of 2007
- Securities Transfer Tax Administration Act 26 of 2007
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Stamp Duties Act 77 of 1968
- Statistics Act of 6 of 1999
- Tax Administration Act 28 of 2011
- Trade Marks Act 194 of 1993
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Electronic Communications Act, 2005
- Protection of Personal Information Act, 2013
- Manpower Training Act, 1981
- Businesses Act, 1991
- Companies Act, 1973

## 6. INFORMATION AUTOMATICALLY AVAILABLE

- None

## 7. INFORMATION AVAILABLE IN TERMS OF THE ACT

### Statutory Business Records

- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Dividend Register
- Directors Attendance Register
- Index of Members
- Memorandum of Incorporation
- Minutes of Shareholders Meetings
- Minutes of Directors Meetings
- Proxy Documents
- Register of Allotments
- Register of Debenture Holders and Mortgages
- Register of Directors and Officers
- Register of Directors Shareholding
- Resolutions
- Members Register
- Minute Books
- Resolutions Passed at Meetings

### **Accounting Records**

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Customer and supplier statements and invoices
- Deposit slips
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Lease or instalment sale agreements
- Budgets and business plans
- Insurance records
- Auditor's reports
- Inventory records
- Systems documentation
- Management reviews
- Capital expenditure
- Credit agreements

### **Information Technology**

- Agreements

- Client database
- Hardware
- Internet
- Licenses
- Systems support, programming and development
- LAN Installations
- Operating systems
- Software packages
- Telephone lines, leased lines and data lines

### **Insurance**

- Claim records
- Insurance policies

### **Intellectual Property**

- Agreements relating to intellectual property
- Copyrights
- Patents, patent applications and inventions
- Designs, trademarks, trade names and protected names

### **Legal, Agreements and Contracts**

- Agreements with contractors, suppliers and clients
- Agreements with customers
- Agreements with governmental agencies
- Agreements with shareholders, officers or directors
- Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation
- Contracts, including lease agreements and finance agreements
- Sale agreements
- Settlement agreements

### **Personnel Records**

- Attendance register
- Collective agreements
- Disability schemes
- Disciplinary records
- Employee evaluation and performance records
- Employee information records
- Employee loans
- Employment applications
- Employment contracts
- Employment equity plan

- Expense accounts
- Incentive schemes
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Medical aid records
- Payroll
- Pension fund information
- Personnel File
- Policies and procedures
- Provident fund information
- Records of strikes, lockouts or protest action
- Recruitment and appointments
- Salary and wage registers
- Salary slips and wage cards
- Staff loan schemes
- Staff records after employment
- Tax returns of employees
- Time records
- Training and development
- UIF, PAYE and SDL returns
- Workmen's Compensation Documents

### **Sales and Marketing**

- Brochures, newsletters and marketing material
- Media releases
- Products
- Service and product information

## **8. GENERAL**

N/A

## **9. REQUESTING PROCEDURES**

A person who wants access to the records must complete the necessary request forms that is available at the offices of Overhex Wines International (Pty) Ltd, or can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za). The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.

## **10. AVAILABILITY OF THE MANUAL**

and from the South African Human Rights Commission.