



**ASHTON WINE CELLAR
(PROPRIETARY) LIMITED**
(INCORPORATED IN THE REPUBLIC OF SOUTH AFRICA)
(REGISTRATION NUMBER: 2010/019451/07)

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

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.

The Ashton Wine Cellar group of companies 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 Ashton Wine Cellar (Proprietary) Limited or any of its subsidiaries.

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 Ashton Wine Cellar (Proprietary) Limited and its subsidiaries 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.

Ashton Wine Cellar (Proprietary) Limited's South African subsidiaries are as follows:

- **Ashton Grape Growers and Concentrators (Proprietary) Limited**
(Registration number: 1973/012384/07);

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- **Roodewal Trading Company (Proprietary) Limited**
(Registration number: 2015/192495/07);

This manual contains categories of information the group of companies 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.ashtonwinery.com** website (see website particulars below).

3. PARTICULARS IN TERMS OF THE MANUAL

3.1 Contact Details of Information Officer:

STEFANUS HENDRIK DE WET

Telephone Number:	+27 23 615 1135
Fax Number:	+27 23 615 1284
Physical Address: Ashton Wine Cellar, Route 62, Main Road, Ashton, Western Cape Province 6715	Postal Address: P.O. Box 40, Ashton, Western Cape Province 6715

E-mail: sterik@ashtonwinery.com
Website Address: www.ashtonwinery.com

3.2 Directors of Ashton Wine Cellar (Proprietary) Limited:

Harry Neethling Bruwer
Chris Anton De Wet
Lourens Albertus Van Zyl
Willem Jacobus Viljoen
Mark Knipe Barnard
Johan Petrus Coetsee

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.

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The guide is available from the Human Rights Commissions' website at: 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

Telephone: +27 11 877 3600

Fax: +27 11 403 0625

Website: www.sahr.org.za

E-mail: PAIA@sahrc.org.za

4. RECORDS AND INFORMATION HELD BY THE GROUP OF COMPANIES

The information held by the group of companies 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 group of companies 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;

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- 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;
- Employment Equity Act, No. 55 of 1998;
- Financial Intelligence Centre Act, No. 38 of 2001;
- Income Tax Act, No. 95 of 1967;
- Insolvency Act, No. 24 of 1936;
- Intellectual Property Laws Amendments Act, No. 38 of 1997;
- Labor Relations Act, No. 66 of 1995;
- Liquor Act, No. 59 of 2003;
- 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;
- 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.*

- | | | | |
|----|------|---|--------|
| | (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: Ashton Wine Cellar (Pty) Ltd
 Bank: ABSA
 Branch Code: 632 005
 Account Number: 407 004 0880

Proof of payment must be faxed to the Information Officer.

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 Ashton on this 31 day of May 2021.



STEFANUS HENDRIK DE WET

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

SUBJECT	CATEGORY	DESCRIPTION	HELD IN TERMS OF		INTERNAL		AVAILABILITY TO PUBLIC		
			LEGISLATION	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	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	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		
		Payment Sheets	Chapter 11 Act 58/62		X		
ACCOUNTING	STATEMENTS	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	Chapter 11 Act 58/62		X		
	OFFICE DOCUMENTS	Jobcards		X			
AUDIT	INTERNAL AUDIT	Reports		X			

Table A

SUBJECT	CATEGORY	DESCRIPTION	HELD IN TERMS OF		AVAILABILITY TO PUBLIC		
			LEGISLATION	INTERNAL ARRANGEMENTS	NOT AVAILABLE	AVAILABLE FOR PERUSAL	COPIES AVAILABLE
GENERAL	CORRESPONDENCE	Correspondence Inspection	Sec. 18 Act 58/62	X	X		
PERSONNEL	PERSONNEL	Personal Details	Sec. 31 Act 58/62		X		
	WAGES	Wages	Sec. 31 Act 58/62		X		
	CONTRACTS	Contracts		X	X		
	COURSES	Courses		X	X		
LICENCES	VEHICLES	Vehicles	Chapter V Act 93/96		X		
	BUSINESS	Business	Local Regulations		X		
	CHEMICALS	Chemicals	Sec. 4 Act 15/73		X		
	LIQUOR	Liquor	Act 59/03 Act 27/89	X		X	
CORRESPONDENCE	CORRESPONDENCE	Correspondence		X	X		
GENERAL	GENERAL	Log Statements		X	X		
		Contracts		X	X		
		Tariff Lists		X	X		
		Way-Bill/SAWIS		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
Ashton Wine Cellar (Proprietary) Limited
Stefanus Hendrik De Wet

Telephone Number:	+27 23 615 1135
Fax Number:	+27 23 615 1284
Physical Address:	Postal Address:
Ashton Wine Cellar, Route 62, Main Road, Ashton, Western Cape Province 6715	P.O. Box 40, Ashton, Western Cape Province 6715

E-mail: sterik@ashtonwinery.com
Website Address: www.ashtonwinery.com

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:

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

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INFORMATION REGULATOR (SOUTH AFRICA)

*Ensuring protection of your personal information
and effective access to information*

INFORMATION OFFICER'S REGISTRATION FORM

NOTE: *The personal information submitted herein shall be solely used for your registration with the Information Regulator ("Regulator").*

All the information submitted herein shall be used for the purpose stated above, as mandated by law. This Information may be disclosed to the public. The Regulator undertakes to ensure that appropriate security controls measures are implemented to protect all the information to be submitted in this document.

PART A INFORMATION OFFICER	
Full Name of Information Officer	Stefanus Hendrik De Wet
Designation	Chief Executive Officer
Postal Address	P.O. Box 40, Ashton, Western Cape Province 6715
Physical Address	Ashton Wine Cellar, Route 62, Main Road Western Cape Province 6715
Cellphone Number	082 805 2741
Landline Number	023 615 1135
Fax Number	023 615 1284
Direct Email Address	sterik@ashtonwinery.com
General Email Address	info@ashtonwinery.com

PART B			
DEPUTY INFORMATION OFFICER			
Personal details of designated Deputy Information Officer(s)	Name	Name	Name
	Petrus Johannes Van Eck		
	Direct Landline	Direct Landline	Direct Landline
	023 615 1135		
	Cellphone Number	Cellphone Number	Cellphone Number
	084 554 2097		
	Email Address	Email Address	Email Address
finance@ashtonwinery.com			
Postal Address	P.O. Box 40, Ashton, Western Cape Province 6715		
Physical Address	Ashton Wine Cellar, Route 62, Main Road Western Cape Province 6715		
Fax Number	023 615 1284		
General Email Address	info@ashtonwinery.com		

PART C			
BODY / RESPONSIBLE PARTY			
Type of Body	Public Body		Private Body <input checked="" type="checkbox"/>
Full Name of the Body (Registered Name)	Ashton Wine Cellar (Pty) Ltd		
Trading Name	Ashton Wine Cellar (Pty) Ltd		
Registration No, if any	2010/019451/07		

Postal Address	P.O. Box 40, Ashton, Western Cape Province 6715
Physical Address	Ashton Wine Cellar, Route 62, Main Road Western Cape Province 6715
Landline Number	023 615 1135
Fax Number	023 615 1284
Email Address	info@ashtonwinery.com
Website	www.ashtonwinery.com

**PART D
DECLARATION**

and effective access to information

I declare that the information contained herein is true, correct and accurate.

SIGNED and **DATED** at Ashton on this the 31 day of May **2021**.



INFORMATION OFFICER

PART E

THE FOLLOWING INFORMATION IS REQUIRED FOR STATISTICAL PURPOSES

Please choose a sector(s) that apply to your body

GOVERNMENT		PUBLIC ENTITIES			PRIVATE BODY			PROFESSION	
Item	Classification of Government	Item	Classification of a Public Entity	Item	Name of Industry Sector	Item	Type of profession	Item	Type of profession
1.	National Government	1.	Constitutional Entities	1	Education	1	Legal	1	Legal
2.	Provincial Government	2.	Schedule 2 Public Entity	2	Financial	2	Built Environment	2	Built Environment
3.	Local Government	3.	Schedule 3A Public Entity	3	Health Facilities	3	Financial	3	Financial
LEGISLATURE		4.	Schedule 3B Public Entity	4	Telecommunications	4	Medical and Allied Health Services	4	Medical and Allied Health Services
National Assembly		5.	Schedule 3C Public Entity	5	Pharmaceutical	OTHERS, Specify			
National Council of Provinces		OTHERS, specify		6	Media and Social Media	5.		5.	
Gauteng Provincial Legislature				7	Retail/Direct Marketing				
Western Cape Provincial Legislature				8	Tourism				

GOVERNMENT		PUBLIC ENTITIES		PRIVATE BODY		PROFESSION
Northern Cape Provincial Legislature				9	Transportation, Storage and Logistics	
Limpopo Provincial Legislature				10	Manufacturing/Production	X
Northwest Provincial Legislature				11	Banks	
Free State Provincial Legislature				12	International Organizations	
Mpumalanga Provincial Legislature				13	Real Estate	
Eastern Cape Provincial Legislature				OTHERS, specify		
Kwazulu-Natal Provincial Legislature						

Handwritten signature

**DESIGNATION AND DELEGATION OF AUTHORITY TO THE DEPUTY
INFORMATION OFFICER**

(In terms of section 56 of the Protection of Personal Information Act, 2013 (POPIA) and
Section 17(1) of the Promotion of Access to Information Act, 2000(PAIA)

I, the undersigned,

STEFANUS HENDRIK DE WET

hereby designate

PETRUS JOHANNES VAN ECK

as a Deputy Information Officer of

ASHTON WINE CELLAR (PTY) LTD

Furthermore, I hereby delegate to the above designated Deputy Information Officer/s the following powers, duties and responsibilities, as conferred or imposed on me by POPIA and PAIA –

- a) all necessary powers, duties and responsibilities for the said Deputy Information Officer/s to ensure that the above-mentioned entity complies with the requirements of POPIA and PAIA.

Please be advised that I reserve the right to exercise any of the powers, duties and responsibilities conferred herein, as well as the right to amend and/or withdraw any of those powers, duties and responsibilities.

DONE AND SIGNED ATAshton..... ON THIS 31 DAY OF May 2021.



STEFANUS HENDRIK DE WET (Information Officer)

By my signature herein below, I, the above designated Deputy Information Officer hereby accept the delegation and designation as such.

DONE AND SIGNED ATAshton..... ON THIS 31 DAY OF May 2021.



PETRUS JOHANNES VAN ECK