

# Public Access to Information Act

## SECTION 51 MANUAL FOR DE TRAFFORD WINES (PTY) LTD

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## **Introduction to De Trafford Wines (Pty) Ltd**

The company business is concerned with the production, storage, bottling, marketing and sale of table wine.

### **B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

#### **1. Contact details [Section 51(1)(a)]**

HEAD OF BODY : Mr David Trafford  
Director

POSTAL ADDRESS : P.O. BOX 495  
Stellenbosch  
Western Cape  
7620

TELEPHONE : +27 (0)21 880 1611  
FAX : +27 (0)21 880 1611  
WEBSITE : <http://www.detrafford.co.za>  
E-MAIL ADDRESS : [info@detrafford.co.za](mailto:info@detrafford.co.za)

#### **2. The section 10 Guide on how to use the Act [Section 51(1)(b)]**

The section 10 guide on how to use the Act is available from the South African Human Rights Commission.

Please direct any queries to:

The South African Human Rights Commission:  
PAIA Unit  
The Research and Documentation Department  
Postal address: Private Bag 2700  
Houghton  
2041  
Telephone: +27 11 484-8300  
Fax: +27 11 484-7146  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

#### **3. Records available in terms of any other legislation [Section 51(1)(d)]**

Closed Corporation Act No. 75 of 1984  
Customs and Excise Act No. 69 of 1984  
Income Tax Act No. 95 of 1967  
Promotion of Access to Information Act No2 of 2000  
Trademarks Act No. 194 of 1993  
Value Added Tax Act No. 89 of 1991

#### **4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]**

##### **i. Records available without request**

Information on the company and its products are available at [www.detrafford.co.za](http://www.detrafford.co.za)

##### **ii. Records that may be requested.**

###### **Company records:**

- Annual Financial statements - privileged
- Banking details - available on request
- Accounting records & ledgers – privileged
- Trademarks – available on request

###### **Statutory records:**

- Certificate of registration – available on request
- Member details – available on request
- Customs & Excise registration – available on request
- Liquor Licence – available on request

###### **Sales information:**

- Customer information – privileged

###### **Product information:**

- Specifications - available

##### **iii. The request procedures as set out below**

###### **Form of request:**

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

###### **Fees:**

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].

- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

**5. Other information as may be prescribed [Section 51(1)(f)]**

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

**6. Availability of the manual [Section 51(3)]**

This manual is available from the office of the South African Human Rights Commission.

This manual is available from the website of the compa .