

UVA MIRA

— MOUNTAIN VINEYARDS —

— MANUAL PUBLISHED IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION — ACT 2 OF 2020

1. INTRODUCTION & PURPOSE OF PAIA MANUAL

- 1.1 This Promotion of Access to Information Manual ("Manual") provides an outline of the type of records and the personal information Uva Mira Vineyards (Pty) Ltd ("Uva Mira") holds, and explains how to submit requests for access to these records in terms of the Promotion of Access to Information Act 2 of 2000 ("PAIA").
- 1.2 Uva Mira's obligations and responsibilities in respect personal information held by Uva, or request for the correction of the personal information, in terms of the Protection of Personal Information Act 4 of 2013 ("POPIA") is dealt with in a separate policy.
- 1.3 Requests shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in sections 4 & 5 of this Manual.
- 1.4 This Manual is published on the company website of Uva Mira: <https://www.uvamira.com/home> alternatively, a copy can be requested from Uva Mira's Information Officer (whose further details appear below).
- 1.5 Guides to the PAIA can be obtained and queries directed to:

PAIA

Address: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
Johannesburg 2041
Website: www.sahrc.org.za
Email: PAIA@sahrc.org.za

2. CONTACT DETAILS

- 2.1 Company contact details in terms of section 51 of the PAIA are as follows:

Uva Mira Vineyards (Pty) Ltd

Physical Address: Off Annandale Road, Stellenbosch
PO Box 1511, Stellenbosch, 7599
Contact number: +27 21 880 1683

Duly authorised person(s):

Information Officer in terms of the PAIA
Name: Lara Shargey
Telephone number: +27 21 880 1683
E-mail address: lara@uvamira.co.za

3. SCHEDULE OF COMPANY RECORDS

- 3.1 We maintain records on the following categories and subject matters. However, please note that recording a category or subject matter in this manual does not imply that a request for access to such records will be acceded to. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the PAIA. In particular, there may be applicable grounds on refusal of such a request, as set out in the Act.
- 3.2 Records that Uva Mira keeps include:

Administration:

- Documents of Incorporation
- Minutes of Meetings
- Records relating to the appointment of directors, accountants, auditors, secretary, public officer and others
- Statutory Registers

Operations:

- Purchase Records
- Sales Records
- Repair Records
- Client Registry

Personnel documents and records

- Disciplinary Code
- Disciplinary Records
- Employment Contracts

- Employment Equity Plan
- Leave Records
- Medical Aid Records
- Pension Fund Records
- Salary Records
- SETA Records
- Training Manuals
- Training Records

Financial information

- Accounting Records
- Asset Register
- Banking Records/Bank Statements, Paid Cheques, Electronic Banking Records, Deposit Slips
- Contracts and Agreements
- Financial Statements
- Invoices
- Income tax records
- PAYE Records
- UIF
- VAT Records
- Workmen's Compensation
- Tax Returns

Internal records

- Intellectual Property
- Internal Correspondence
- Internal Policies and Procedures Production Records
- Sales Records
- Marketing Records
- Operational Records

3.3 Please note that by recording a category or subject matter in this Manual does not imply that a request for access to such records will be acceded to. **All requests for access will be evaluated on a case by case basis in accordance with the provisions of the PAIA.** In particular, there may be applicable grounds on refusal of such a request, as set out in the Act.

4. FORM OF REQUEST

4.1 To facilitate the processing of your request, kindly:

4.1.1 Use the prescribed form on Uva Mira's website or as annexed hereto.

4.1.2 Address your request to the Information Officer stipulated above.

4.1.3 Provide sufficient details to enable Uva Mira to identify:

- The record(s) requested;
- The requestor (and, if an agent is lodging the request, proof of capacity);
- The South African postal address and/or email address of the requestor;
- The form of access required;
- If the requestor wishes to be informed of the decision in any manner (in addition to written), the manner and particulars thereof; and
- The right which the requestor is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

5. PRESCRIBED FEES

4.1 The following applies to requests (other than personal requests):

5.1.1 A requestor is required to pay the prescribed fees as stipulated in the Regulations before a request will be processed.

5.1.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).

5.1.3 The requestor may lodge an application to the court against the payment of the request fee and/or deposit.

5.1.4 Records may be withheld until the fees have been paid.

5.1.5 The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za

6. REMEDIES

5.1 Uva Mira does not have an internal appeal procedure regarding PAIA and POPIA requests.

5.2 As such, the decision made by the duly authorised persons in this regard, is final.

5.3 If a request is denied, the requestor is entitled to apply to a court with appropriate jurisdiction, or to the Information Regulator, for the desired relief.

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

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2. Reference number, if available:

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3. Any further particulars of record:

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E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

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F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
Mark the appropriate box with an X .	
NOTES:	
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.	
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.	
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:					
	copy of record*		inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images		copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
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G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

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2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

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Signed at this day..... ofyear

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SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE