

# GETWINE CLOSE CORPORATION

Registration Number CK 2005/056062/23

## Manual in terms of section 51 of the Promotion of Access to Information Act, 2 of 2000 ("the Act")

### Introduction

**Getwine** is a close corporation that conducts a wine selling business.

#### Section 51(1)(a)

Name of Body: Getwine  
Street address: 57 Harrington Street, Cape Town, South Africa, 8001  
Postal address: 57 Harrington Street, Cape Town, South Africa, 8001  
Telephone: +27 (0)21 461 2891  
Facsimile: +27 (0)21 461 2891  
Electronic mail: [info@getwine.co.za](mailto:info@getwine.co.za)  
Website: [www.getwine.co.za](http://www.getwine.co.za)

#### Section 51(1)(b)

The manual contemplated in terms of section 10 of the Promotion of Access to Information Act ("the Act") has not been published. The South African Human Rights Commission can be contacted at the following address:

Postal address: Private Bag 2700, HOUGHTON, 2041.  
Telephone: +27 (0)11 484 8300  
Facsimile: +27 (0)11 484 0582  
Electronic mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

#### Section 51(1)(c)

No notice has been published in terms of section 52(2) of the Act.

#### Section 51(1)(d)

Documents are held in accordance with statutory provisions that include those in the following Acts. This list is not exhaustive.

Basic Conditions of Employment No. 75 of 1997  
Employment Equity Act No. 55 of 1998  
Income Tax Act No. 95 of 1967  
Labour Relations Act No. 66 of 1995  
Occupational Health & Safety Act No. 85 of 1993  
Skills Development Levies Act No. 9 of 1999  
Skills Development Act No. 97 of 1998  
Unemployment Contributions Act No. 4 of 2002  
Unemployment Insurance Act No. 63 of 2001  
Value Added Tax Act No. 89 of 1991

#### Section 51(1)(e)

**Getwine's** web page [www.getwine.co.za](http://www.getwine.co.za), which is accessible to anyone who has access to the Internet, contains information relating to **Getwine**. Other records held by **Getwine** are classified as follows and include:

Operations	Human Resources	Finances
<ul style="list-style-type: none"><li>Client details</li><li>Client files and matter details</li><li>Minutes of meetings</li><li>Contracts with external parties</li></ul>	<ul style="list-style-type: none"><li>Company policy documents</li><li>Employment contracts</li></ul>	<ul style="list-style-type: none"><li>Financial statements</li><li>Assets inventory</li></ul>

#### Form of request (s 53 of the Act):

The requester must use the prescribed form (**form B**), as contained in the Regulations to the Act, 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, set out above.

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.

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.

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.

Access to certain records may be denied on the grounds set out in the Promotion of Access to Information Act, No 2 of 2000.

**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) of the Act].

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) of the Act].