



## Promotion of Access to Information Manual

Prepared in accordance with Section 51 of The Promotion of Access to Information Act (2 of 2000) ("the Act"). For assistance in obtaining access to information from Distell Group Limited (Reg No: 1988/005808/06) ("Distell"), as well as the subsidiary or associated companies referred to in Annexure A hereto. (Last updated: April 2007)

### Introduction

- i) The information listed in this manual is available from Distell by means of a request in the form as prescribed in section 53 of the Act. Requests can be addressed to the Company Secretary at the address and/or contact details as indicated in Paragraph 1 hereunder. All fees (if any), as prescribed in section 54 of the Act, must be paid to Distell before any request is processed.
- ii) Distell reserves the right to refuse information where it falls under a specified exemption as set out in Chapter 4 of the Act. (Ss 62-70).
- iii) While every effort is made to publish reliable and correct information and to update this register regularly, Distell cannot guarantee that this information is both complete and accurate and makes no representation regarding the fitness of this information for any purpose.

### 1. Contact details

(Information required by section 51(1)(a) of the Act)

- 1.1 Company secretary: L Malan
- 1.2 Postal address: PO Box 184, Stellenbosch 7599
- 1.3 Street Address: Aan-de-Wagen Road, Stellenbosch 7600
- 1.4 Business phone: 021-809 7000
- 1.5 Business fax: 021-886 4611
- 1.6 Website: [www.distell.co.za](http://www.distell.co.za)
- 1.7 E-mail: [info@distell.co.za](mailto:info@distell.co.za)

### 2. Guide on how to use the Act

(Information required by section 51(1)(b) of the Act) A guide on how to use the Act will be prepared by the Human Rights Commission in terms of section 10 of the Act. Any queries can be directed to The South African Human Rights Commission:

- 2.1 Postal address: PAIA Unit, The Research and Documentation Department, Private Bag 2700, Houghton 2041
- 2.2 Phone: 011 484 8300
- 2.3 Fax: 011 484 0582
- 2.4 Website: [www.sahrc.co.za](http://www.sahrc.co.za)
- 2.5 E-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

### 3. Available information

(Information required by section 51(1)(c) of the Act) Distell has the following information available, without a person having to formally request access thereto in terms of the Act:

3.1 Distell Newsletter

3.2 Annual Financial Statements

3.3 Website: [www.distell.co.za](http://www.distell.co.za)

4. Records available in terms of legislation (Information required by section 51(1)(d) of the Act). Records are available in accordance with the following legislation:

4.1 Basic Conditions of Employment Act

4.2 Companies Act

4.3 Compensation for Occupational Injuries and Diseases Act

4.4 Copyright Act

4.5 Employment Equity Act

4.6 Income Tax Act

4.7 Labour Relations Act

4.8 Occupational Health and Safety Act

4.9 Pension Funds Act

4.10 Regional Services Councils Act

4.11 SA Reserve Bank Act

4.12 Skills Development Act

4.13 Skills Development Levies Act

4.14 Stamp Duties Act

4.15 Trade Marks Act

4.16 Unemployment Contributions Act

4.17 Unemployment Insurance Act

4.18 Usury Act

4.19 Value Added Tax Act

## **5. Subjects and categories of information**

(Information required by section 51(1)(e) of the Act). The subjects on which Distell holds records and the categories on each subject:

5.1 Primary production:

5.1.1 Producer statistics

5.1.2 Quality control records

5.2 Secondary production:

5.2.1 Manufacturing specifications

5.2.2 Calculations and formulae

5.2.3 Production statistics

5.2.4 Specimen analysis records

5.2.5 Cost analyses

5.2.6 Noise records

5.3 Distribution:

5.3.1 Warehouse records:

5.3.1.1 Picking lists

5.3.1.2 Loading Sheets

5.3.1.3 Stock transport delivery invoices

5.3.1.4 Stock recording sheet - Monthly Stock inventory

5.3.1.5 Stock write-off documents

5.3.1.6 Material handling equipment service records

5.3.1.7 Goods receipt notes - bottled stock returns

5.3.2 Credit Control records:

5.3.2.1 Customer account application forms

- 5.3.2.2 Account application surety forms
- 5.3.2.3 Journal document
- 5.3.2.4 Sundry Debit and Credit notes
- 5.3.2.5 Sundry Debit and Credit Invoices
- 5.3.2.6 Month End Statements
- 5.3.2.7 Bad Debt write-off records
- 5.3.3 Telesales records:
  - 5.3.3.1 Price lists
  - 5.3.3.2 Customer delivery schedule
  - 5.3.3.3 Customer contact information
- 5.3.4 Distribution Administration Control records:
  - 5.3.4.1 Customer Delivery schedule
  - 5.3.4.2 Delivery Invoices
  - 5.3.4.3 COD Acknowledgement slips
  - 5.3.4.4 Representative Credit and Debit Advice slips
  - 5.3.4.5 Debit and credit invoices
  - 5.3.4.6 Delivery route Schedules
- 5.3.5 Merchandising records:
  - 5.3.5.1 Goods receipt documents
  - 5.3.5.2 Goods issue documents
  - 5.3.5.3 Stock recording documents - monthly stock take
- 5.3.6 Risk Control records:
  - 5.3.6.1 Risk audit findings
  - 5.3.6.2 Risk incident reports
  - 5.3.6.3 Risk control guidelines
- 5.3.7 Head Office Distribution records:
  - 5.3.7.1 Asset register per DC controlled by fleet numbers for:
    - 5.3.7.1.1 Delivery vehicle fleet
    - 5.3.7.1.2 Delivery trailer fleet
    - 5.3.7.1.3 Forklifts
    - 5.3.7.1.4 Roop's
  - 5.3.7.2 Budget guidelines
  - 5.3.7.3 Budget working papers
  - 5.3.7.4 DMOS Tracking
  - 5.3.7.5 DMOS - EPMS
  - 5.3.7.6 Distribution Organisational Structures per DC
  - 5.3.7.7 Employment equity guidelines
  - 5.3.7.8 Distribution month end reports
  - 5.3.7.9 Owner Driver contracts
  - 5.3.7.10 Owner Driver Tariff negotiation records
  - 5.3.7.11 Owner Driver payment tracking schedules
  - 5.3.7.12 Vehicle utilisation month reports
  - 5.3.7.13 Material handling utilisation monthly reports
  - 5.3.7.14 Kilometres travelled monthly reports
  - 5.3.7.15 General Policy files
  - 5.3.7.16 Distribution Policy file
  - 5.3.7.17 Distribution Business Plans
- 5.4 Marketing:
  - 5.4.6 New product development records
  - 5.4.7 Change request records
  - 5.4.8 Business plans of all new/changed product introductions

- 5.4.9 Project brief records
- 5.4.10 Merchandising records
- 5.4.11 Marketing and advertising material
- 5.5 Human resources:
  - 5.5.6 Conditions of employment/Service Agreements
  - 5.5.7 Disciplinary records
  - 5.5.8 Performance assessments and performance records
  - 5.5.9 Payroll records
  - 5.5.10 Leave, sick leave, maternity and special leave records
  - 5.5.11 Returns to UIF
  - 5.5.12 SITA records
  - 5.5.13 Employment Equity report
  - 5.5.14 Training schedules and material
  - 5.5.15 OSHA records
- 5.6 Financial records:
  - 5.6.6 Management reports
  - 5.6.7 Annual financial statements
  - 5.6.8 Vat returns
  - 5.6.9 Income tax returns and assessments
- 5.7 Legal/Secretarial records:
  - 5.7.1 Agreements
  - 5.7.2 Legal opinions
  - 5.7.3 Court cases and judgements
  - 5.7.4 Competition related inquiries and reports
  - 5.7.5 Deeds office registrations
  - 5.7.6 Licences
  - 5.7.7 Certificates

## **6. Availability of Manual, Forms and Fees**

(Information required by section 51(3) of the Act) Copies of the Manual and prescribed Forms and information on the Fees payable can be obtained from the Distell Registered Office at the address referred to in paragraph 1, the South African Human Rights Commission, the Government Gazette and on the Distell website, referred to in paragraph 1.6.

Annexure A: Please click [here](#) to download Annexure A - the prescribed form

Annexure B: Please click [here](#) to download Annexure B - reproduction fees

### Subsidiaries:

Allan Cameron & Sons Limited (Edinburgh)  
 Alto Wynlandgoed (Edms) Beperk 1954/000218/07  
 Cape Wine Legends (Pty) Ltd 1968/006336/07  
 Castle Wine & EK Green Limited 1963/002271/06  
 Castle Wine and Brandy Company Limited 1911/003975/06  
 Castle Wine & Brandy Company (Zimbabwe) (Pty) Limited  
 Cave de Pongracz Limited 1968/011616/06  
 Cellar Cask Vineyards Limited 1970/010804/06  
 Count Pushkin Imperial Vodka Limited 1943/016296/06  
 Die Bergkelder Beperk 1964/003028/06  
 Distell Group Limited 1988/005808/06  
 Distell Limited 1963/001333/06  
 Distell Namibia Limited 68/15689 (Reg. in Namibia)

Distillers and Castle Wine (Transkei) Limited 1944/018295/06  
Distillers Corporation Namibia (Pty) Limited 85/061 (Reg. in Namibia)  
Distillers Corporation (Swaziland) (Pty) Limited No. 540 of 1998  
Distillers Corporation Limited 1963/007327/06  
Distillers Korporasie (Windhoek) Beperk 1905/015913/06  
Drostdy Wines Limited 1941/014680/06  
Durbanville Hills Wines (Pty) Limited 1998/008781/07  
Ecowash (Edms) Beperk 1997/020452/07  
Eikevat (Edms) Beperk 1992/003315/07  
EK Green and Company Limited 1901/000338/06  
Evergrace Farm (Pty) Ltd 1988/005271/07  
Expo Liquor Limited 1980/006111/06  
Glasscor (Pty) Limited 1981/001594/07  
Henry C Collison & Sons Limited 1899/000255/06  
Henry C Collison & Sons Limited, London  
Henry Tayler & Ries Limited 1932/004004/06  
Hyfarm Investors (Pty) Ltd 1988/003664/07  
J Sedgwick & Company Limited 1912/001266/06  
John Wilson Brandy and Spirit Company Limited 1959/002008/06  
Kaapsche Wijn en Brandewijn Maatschappij Beperk 1921/002256/06  
Kalahari Distillers Limited 1987/005831/06  
Klipdrift Brandewyn Maatskappy (Edms) Beperk 1970/010799/07  
Le Bonheur Wynlandgoed (Edms) Beperk 1973/000120/07  
Lomond Development Company Limited 1998/004069/06  
Lomond Wine Estate (Pty) Limited 1993/005344/07  
Lusan Holdings (Pty) Limited 1999/002722/07  
Lusan Premium Wines (Pty) Limited 1968/000324/07  
Mirma Products Development Company (Article 21) 1998/021006/08  
Mirma Products (Pty) Limited 1997/022459/07  
Monis of Paarl Limited 1942/015612/06  
Mountain Cellar Wine Limited, Toronto  
Namibia Wines & Spirits Limited 79/037  
Nederburg Wine Farms Limited 1964/006409/06  
Nederburg Wines (Pty) Limited 1950/039255/07  
Northern Cape, Free State Vineyard Development Company 2005/008231/08  
Olof Bergh Solera Brandewijn Maatschappij Beperk 1964/007905/06  
Oude Meester Kelders Beperk 1970/002140/06  
Paarl Wine & Brandy Company Limited 1897/000171/06  
Paarl Wool Washery Limited 1944/017633/06  
Papkuilsfontein Vineyards (Pty) Limited 1998/000782/07  
Plaisir De Merle Limited 1965/003364/06  
Ricardo Dominion Rum Company Limited 1942/015328/06  
Richelieu et Cie (Exporters) Limited 1943/016153/06  
Richelieu et Cie Société Anonyme, Cognac  
Robertson & Buxton (Pty) Limited 1964/002583/07  
Sedgwick Tayler Holdings Limited 1945/019577/06  
SFW Financing Company Limited 1935/006602/06  
SFW Holdings Limited 1964/006408/06  
Solamoyo Processing Company (Pty) Ltd 1995/010875/07  
South African Distilleries and Wines (SA) Limited 1958/000725/06  
South African Wine Cellars Limited 1984/000254/06

Southern Liqueur Company Limited 1954/000483/06  
Stellenbosch Farmers' Winery Group Limited 1921/002134/06  
Stellenbosch Farmers' Winery Limited 1972/012398/06  
Stellenbosch Wine & Brandy Company Limited 1932/003822/06  
Swaziland Liquor Distributors Limited  
Tonnellerie Radoux (SA) (Pty) Limited 1963/005460/07  
The Van Ryn Wine and Spirit Company Limited 1911/000122/06  
Uitkyk Farm Estates (Pty) Limited 1963/001356/07  
Vincor Beperk 1945/019058/06  
Vins Et Spiritueux Richelieu Société Anonyme, Zurich  
Western Province Wineries Limited 1970/014756/06  
Wiphold Beverages (Pty) Limited 2005/005830/07  
Woodmill Cider Company Limited 1945/019609/06