

Registration Number 2000/011040/07

NCP ALCOHOLS (PROPRIETARY) LIMITED

MANUAL

in terms of

The Promotion of Access to Information Act

2/2000

(the "ACT")

Compiled on : 13th December 2011

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1. INTRODUCTION

NCP Alcohols (Proprietary) Limited's principal business is that of manufacturing and distribution of alcohol products.

2. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

Directors

- Charles Albert S Peers de Nieuwburgh
- Peter William Bayliss Starling
- Benoit Marie Ernest Verbruggen
- Bernard Marie P Meeus
- Thomas Jean Francois Viatour
- Olivier Jules Claude van Rompaey

Information Officer Peter William Bayliss Starling

Postal Address PO Box 2204, Durban, 4000

Street Address 121 Sea Cow Lake Road, Durban, 4001

Telephone Number 031 560 1225

Fax Number 031 579 1541

Website www.ncpalcohols.co.za

Email Address petrov@ncpalcohols.com

3. THE ACT

- 3.1 The ACT grants a requester access to records of the COMPANY, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7.
- 3.3 Requesters are referred to the Guide compiled by the South African Human Rights Commission, which contains information for the purposes of exercising Constitutional Rights. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: +27-11- 877 3803
Fax Number: +27-11- 403 0625
Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 25 of 2002	Electronic Communications and Transactions Act
10	No 2 of 2000	Promotion of Access of Information Act
11	No 30 of 1996	Unemployment Insurance Act

5. ACCESS TO RECORDS AND AVAILABILITY

Records	Subject
Statutory Company Information	<ul style="list-style-type: none">• Certificate of incorporation• Memorandum and Articles of Association• Minutes• Register of members• Register of directors shareholding
Financial	<ul style="list-style-type: none">• Financial Statements• Financial and Tax Records (Company & Employees)• Asset Register• Management Accounts• Books of Accounts• Delivery notes, invoices, receipts, statements etc
Fixed Property	<ul style="list-style-type: none">• <i>Title Deeds</i> and Leases
Taxation	<ul style="list-style-type: none">• Copies of income tax returns
Insurance	<ul style="list-style-type: none">• Insurance policies• Claim records• Details of insurance coverage, limits and insurers
Information Technology	<ul style="list-style-type: none">• Hardware• Operating Systems• Telephone exchange equipment• Telephone lines, leased lines and data lines• LAN installations• Software packages
Legal	<ul style="list-style-type: none">• Material licenses, permits and authorization
Statutory Employee Records	<ul style="list-style-type: none">• Employee contracts• Remuneration paid to employees• Wage and salary register• Attendance register• Records of foreign employees• Expense accounts• Determinations made in terms of the Wages Act• Industrial training records• Records of Strikes, lockouts or protest action• Arbitration awards• Maternity policy

Availability

Information will be disclosed at the company's discretion within 30 days. If more than 30 days is required, suitable arrangements will be negotiated with the requester. Please be advised that information will be disclosed at the company's discretion for protection of the privacy of the company as well as the protection of third parties.

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form, available on the Company's website or alternatively the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za. However should the request forms not be accessible, printed copies may be obtained from the Company's premises.
- 6.2** Address your request to the Information Officer.
- 6.3** Provide sufficient details to enable the COMPANY to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

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

- 7.1** A requester is required to pay the prescribed fees *as referred to in 7.5 below* before a request will be processed;

ABSA Bank
KZN Business Centre
Current account
Branch code 331926
Account number 4052838934
- 7.2** 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);

- 7.3** A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>



REPUBLIC OF SOUTH AFRICA

FORM C
REQUEST FOR ACCESS TO RECORD 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 Head:

[Large empty light blue rectangular area for providing details of the private body's head]

B. Particulars of person requesting access to the record

(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: [text box]
Identity number: [grid of 13 boxes]
Postal address: [text box]
Telephone number: (.....) [text box] Fax number: (.....) [text box]
E-mail address: [text box]
Capacity in which request is made, when made on behalf of another person: [text box]

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: [text box]
Identity number: [grid of 13 boxes]

FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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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FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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: <input style="width: 90%;" type="text"/>	Form in which record is required: <input style="width: 90%;" type="text"/>
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:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record	<input type="checkbox"/>	
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)	<input type="checkbox"/>	
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	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 <input type="checkbox"/>	NO <input type="checkbox"/>
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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:

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

FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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 of year

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE