

Peninsula Beverage Co (Pty) Ltd
(“The Company”)

Manual

In terms of Section 51

Of the

Promotion of Access to Information
Act 20 of 2000 (“The Act”)



February 2003

Peninsula Beverage Co (Pty) Ltd is a private Company as defined in the Companies Act 89 of 1992. It is a private body as defined in the Act.

A. CONTACT DETAILS

1. Company Name : Peninsula Beverage Co (Pty) Ltd
2. Information Officer : Mr Bryn Morse
Tel: (021) 936 5600
3. Postal Address : P.O. Box 1456
Parow
7499
Cape Town
South Africa
4. Street Address : 57 Industria Ring Road
Parow Industria
7490
5. Telephone Number : (021) 936 5500
6. Fax Number : (021) 936 5899
7. E-Mail : brynm@penbev.co.za
8. Website Address : <http://www.peninsulabeverage.co.za>

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. This guide will probably become available in August 2003.

The Human Rights Commission may be contacted at:

- Address : Private Bag 2700
Houghton
2041
- Telephone : (011) 484 8300
- Facsimile : (011) 484 0582
- Website : <http://www.sahrc.org.za>

C. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO COMPANY RECORDS

1. The request must be made to the person specified in point A2 above and at the contact details specified in A above.
2. Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
3. 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 what form of access is required.
4. The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
5. If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.
6. The Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing of the request.
7. The Information Officer will then make a decision whether to grant the request or not and notify the requester in the required form.
8. If the request is granted, then an access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

D. AVAILABILITY OF THE MANUAL

The Company's Manual is available for inspection free of charge at the registered address of the Company (see point A4 above).

Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

E. LIST OF RECORDS HELD BY THE COMPANY

1. **HUMAN RESOURCES**
 - 1.1. Employees and independent contractors' personal information.
 - 1.2. Employees and independent contractors' history of skills and experience.

- 1.3. Employment contracts.
- 1.4. Company staff policies and procedures.
- 1.5. Employment Equity records.
- 1.6. Salaries and Wages records.
- 1.7. Skills Development records.
- 1.8. Health and Safety records.

2. COMMERCIAL AND LEGAL RECORDS

- 2.1. Audited Financial Statements.
- 2.2. Tax records.
- 2.3. Asset Register.
- 2.4. Investment accounts.
- 2.5. Trade secrets.
- 2.6. Contracts and Agreements.
- 2.7. Minutes of meetings.
- 2.8. Resolutions of Directors.
- 2.9. Shareholders records.
- 2.10. Documentation relating to legal proceedings.

3. MARKETING / SALES RECORDS

- 3.1. Marketing strategies.
- 3.2. Customer database.
- 3.3. Sales records.

4. RECORDS REQUIRED TO BE HELD BY OTHER LEGISLATION

- 4.1. Income Tax Act.
- 4.2. VAT Act.
- 4.3. Unemployment Insurance Act.

- 4.4. Basic conditions of Employment Act.
- 4.5. Employment Equity Act.
- 4.6. Compensation for Occupational Injuries and Diseases Act.
- 4.7. Insolvency Act.
- 4.8. Labour Relations Act.
- 4.9. Skills Development Act.
- 4.10. Skills Development Levies Act.
- 4.11. Protected Disclosure Act.
- 4.12. Electronic Communications and Transmissions Act.
- 4.13. Promotion of Access to Information Act.
- 4.14. Consumer Affairs Act.
- 4.15. Credit Agreements Act.

5. **VOLUNTARY INFORMATION**

Information posted on the company's website is included in this category.