

# PB LIQUOR MERCHANTS (PTY) LTD

## MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000 (“ACT”)

### 1. COMPANY DETAILS

Full name:	PB Liquor Merchants (Pty) Ltd
Registration number:	2006/030368/07
Physical Address:	7 Drommedaris Str, Dal Josafat, Cape Town, Western Cape, 7646
Postal Address:	P.O. Box 214, Paarl, Western Cape, 7620
Telephone:	021 869 8244
Information Officer:	Chris Morkel
Email:	<a href="mailto:chris@pbliquor.co.za">chris@pbliquor.co.za</a>
Website:	<a href="https://www.pbliquor.co.za/">https://www.pbliquor.co.za/</a>

### PRIMARY BUSINESS

National packaged wine distributor

### DIRECTORS

Colin David Phillips-Bryant

Christoffel Jacobus Briers-Louw

Lionel Isaac Jacobs

### 4. GUIDE IN TERMS OF SECTION 10 OF THE ACT

1. The section 10 Guide on how to use the Promotion of Access to Information Act No 2 of 2000 (“**the Act**”) is available from the South African Human Rights Commission and is available on their website at <https://www.sahrc.org.za/home/21/files/Section%2010%20guide%202014.pdf>

2. Enquiries can be directed to:

The South African Human Rights Commission:

Postal Address: Private Bag X2700, Houghton, 2041

Physical Address: 33 Hoofd Street, Braampark Forum 3, Braamfontein, Johannesburg, 2017

Tel: +27-11-877-3600 Website: <https://www.sahrc.org.za/>

Fax: +27-11-484-0582 Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## **2. RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE ACT.**

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

- 2.1. Basic Conditions of Employment Act 75 of 1997;
- 2.2. Companies Act 71 of 2008;
- 2.3. Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 2.4. Employment Equity Act 55 of 1998;
- 2.5. Hazardous Substances Act 15 of 1973;
- 2.6. Income Tax Act 58 of 1962;
- 2.7. Insolvency Act 24 of 1936;
- 2.8. Liquor Act 27 of 1989;
- 2.9. Liquor Act 59 of 2003;
- 2.10. National Road Traffic Act 96 of 1996;
- 2.11. Occupational Health and Safety Act 85 of 1993;
- 2.12. Skills Development Act 97 of 1998;
- 2.13. Unemployment Insurance Act 30 of 1966; Act 4 of 2002; and
- 2.14. Value-Added Tax Act 89 of 1991.

## **3. CATEGORIES OF RECORDS HELD BY THE COMPANY**

The Company's web page which is accessible to anyone who has access to the Internet, contains information relating to the business operations of the Company.

- 3.1. Other records held by the Company include -
  - 3.1.1. statutory company information;
  - 3.1.2. financial and tax records;
  - 3.1.3. employee records;
  - 3.1.4. records required by law to verify identity of clients;

- 3.1.5. records relating to fixed and movable property;
  - 3.1.6. records relating to licenses held in respect of vehicles, hazardous substances, and the sale and distribution of liquor;
  - 3.1.7. commercial contracts;
  - 3.1.8. insurance contracts;
  - 3.1.9. debt collection records; and
  - 3.1.10. records relating to prospective sales.
- 3.2. Records and information required for the exercise or protection of any rights will be made available subject to the provisions of the Act.
- 3.3. Access to records may be refused on grounds specified in the Act.

#### 4. PROCESSING OF PERSONAL INFORMATION

- 4.1. The Company is a responsible party in accordance with the Protection of Personal Information Act 4 of 2013 and accordingly processes the following personal information -

<b>Data Subjects</b>	<b>Information Categories</b>	<b>Purpose of processing</b>	<b>Recipients of supply of personal information</b>
<b>Employees</b>	<ul style="list-style-type: none"> <li>• Financial information</li> <li>• Tax information</li> <li>• Identity numbers</li> <li>• Contact information</li> <li>• Human resources information</li> </ul>	Human resources	<ul style="list-style-type: none"> <li>• Accountants/Auditors</li> <li>• Payroll</li> <li>• Recruitment</li> <li>• Attorneys</li> <li>• SARS</li> </ul>
<b>Clients</b>	<ul style="list-style-type: none"> <li>• Financial information</li> <li>• Tax information</li> <li>• Identity numbers</li> <li>• Contact information</li> <li>• Address</li> </ul>	Provision of services	<ul style="list-style-type: none"> <li>• Accountants/Auditors</li> <li>• Attorneys</li> <li>• Employees</li> <li>• Directors</li> <li>• Banks</li> <li>• External service providers</li> <li>• SARS</li> </ul>

<b>Data Subjects</b>	<b>Information Categories</b>	<b>Purpose of processing</b>	<b>Recipients of supply of personal information</b>
<b>S e r v i c e Providers</b>	<ul style="list-style-type: none"> <li>• Financial information</li> <li>• Tax information</li> <li>• Identity numbers</li> <li>• Contact information</li> </ul>	Provision of services	<ul style="list-style-type: none"> <li>• Accountants/Auditors</li> <li>• Attorneys</li> <li>• Directors</li> <li>• Employees</li> <li>• Banks</li> </ul>
<b>Shareholders</b>	<ul style="list-style-type: none"> <li>• Financial information</li> <li>• Tax information</li> <li>• Identity numbers</li> <li>• Contact information</li> <li>• Company structures</li> </ul>	Compliance	<ul style="list-style-type: none"> <li>• Accountants/Auditors</li> <li>• Attorneys</li> <li>• Directors</li> <li>• Employees</li> <li>• Banks</li> </ul>
<b>Directors</b>	<ul style="list-style-type: none"> <li>• Financial information</li> <li>• Tax information</li> <li>• Identity numbers</li> <li>• Contact information</li> </ul>	Compliance	<ul style="list-style-type: none"> <li>• Accountants/Auditors</li> <li>• Attorneys</li> <li>• Employees</li> <li>• Banks</li> <li>• CIPC</li> </ul>

4.2. There are no planned trans-border flows of information at this stage.

4.3. General information security measures relating to the personal information includes (but is not limited to) -

4.3.1. server is backed-up daily and backups are kept for 6 months;

4.3.2. are stored in a secure access-controlled cloud environment;

4.3.3. external access to the server is locked down and protected by a hardware based firewall;

4.3.4. business continuity plans and disaster recovery testing plans are in place;

4.3.5. antivirus software is updated regularly;

4.3.6. remote monitoring of access activity; and

4.3.7. employees are under an obligation to keep information confidential.

## **8. FORM OF REQUEST**

8.1. The requester must use the prescribed form to make the request for access to a record. Request forms can be obtained on the South African Human Rights Commission (SAHRC) web site <https://www.sahrc.org.za/>.

8.2. The request must be made to the contact person at the address, fax number or electronic mail address given in paragraph 1 of this manual.

## **9. PRESCRIBED FEES**

- 9.1. A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee.
- 9.2. Every other requester must pay the request fee of R50.00. The fee structure can be obtained on the South African Human Rights Commission (SAHRC) web site <https://www.sahrc.org.za/>.

## **10. AVAILABILITY OF THE MANUAL**

- 10.1. This manual is available for inspection at the offices of the Company and on the website of the Company at no cost during normal business hours.
- 10.2. Copies of this manual may be obtained, subject to the prescribed fees, from the offices of the Company.