

Samantha Burgin
Hopefull Trust
PO Box 1237
Stellenbosch
7599

01 December 2011

Dear Sirs

LETTER OF REPRESENTATION

This representation letter is provided in connection with your preparation and submission of the manual required by the Promotion of Access to Information Act, 2 of 2000 ("the Act") for Hopefull Trust.

We acknowledge our responsibility for the completeness and accuracy of the information provided in the manual.

We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided.

Yours sincerely


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HEAD OF BUSINESS

.....
INFORMATION OFFICER

Hopefull Trust

(Registration number: IT 2064/96)

Manual in terms of section 51 of the
Promotion of Access to Information Act, 2 of 2000

Section 51 Manual of Hopefull Trust (Registration number: IT 2064/96)

1. Contact particulars

Head of business:	Samantha Burgin	Information officer:	Samantha Burgin
Postal address:	PO Box 1237	Physical address:	Mont Destin Wine Farm Valley Road Klapmuts
	Stellenbosch 7599		
Telephone number:	021 875 5870	Fax number:	
E-mail address:	info@montdestin.co.za		
Website:	www.montdestin.co.za		

2. Introduction

Wine sales (import, export)
Asset Management

3. Guide in terms of section 10 of The Act

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, tel (011) 887-3600.

4. Facilitation of a request for access to information

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from Hopefull Trust.

5. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

- 5.1 Currency and Exchanges Act 9 of 1933
- 5.2 Customs and Excise Act 91 of 1964
- 5.3 Income Tax Act 58 of 1962
- 5.4 Promotion of Access to Information Act 2 of 2000
- 5.5 South African Revenue Services Act 34 of 1997
- 5.6 Trust Property Control Act 57 of 1988
- 5.7 Unemployment Contributions Act 4 of 2002
- 5.8 Unemployment Insurance Act 63 of 2001
- 5.9 Value Added Tax Act 89 of 1991

6. Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying:

- 6.1 Pamphlets / Brochures
- 6.2 Pricelists
- 6.3 www.montdestin.co.za

7. Information available in terms of The Act

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

7.1 Accounting records

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger
- 7.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 7.1.4 Bank statements, cheque books, cheques

- 7.1.5 Customer and supplier statements and invoices
- 7.1.6 Deposit slips
- 7.1.7 Cash books and petty cash books
- 7.1.8 Fixed asset register
- 7.1.9 Tax returns and assessments
- 7.1.10 VAT returns
- 7.1.11 Lease or instalment sale agreements
- 7.1.12 Insurance records
- 7.1.13 Investment records
- 7.1.14 Accounting officer's reports
- 7.1.15 Inventory records (including stock take)
- 7.1.16 Capital expenditure
- 7.1.17 Record of liabilities
- 7.1.18 Record of loans to related parties
- 7.1.19 Record of liabilities and obligations
- 7.1.20 Record of property held
- 7.1.21 Record of revenue
- 7.1.22 Record of expenses

7.2 Fixed Property

- 7.2.1 Building plans
- 7.2.2 Title deeds

7.3 Health and Safety

- 7.3.1 Register, record of earnings, time worked, payment and particulars of all employees
- 7.3.2 Waste water assessment and monitoring records
- 7.3.3 Water quality monitoring programme records

7.4 Information Technology

- 7.4.1 Client database
- 7.4.2 Internet
- 7.4.3 Licenses
- 7.4.4 Operating systems
- 7.4.5 Telephone lines, leased lines and data lines

7.5 Insurance

- 7.5.1 Claim records
- 7.5.2 Insurance policies

7.6 Intellectual Property

- 7.6.1 Designs, trademarks, trade names and protected names

7.7 Legal, Agreements and Contracts

- 7.7.1 Agreements with contractors, suppliers and clients
- 7.7.2 Agreements with customers
- 7.7.3 Agreements with governmental agencies
- 7.7.4 Agreements with shareholders, officers or directors

7.8 Personnel Records

- 7.8.1 Employee remuneration
- 7.8.2 Employee date of birth
- 7.8.3 Employment contracts

- 7.8.4 IRP 5 and IT 3 certificates
- 7.8.5 Letters of appointment
- 7.8.6 Leave applications
- 7.8.7 Medical aid records
- 7.8.8 Name and occupation of each employee
- 7.8.9 Payroll
- 7.8.10 Particulars of each employee
- 7.8.11 Salary and wage registers
- 7.8.12 Salary slips and wage records
- 7.8.13 UIF, PAYE and SDL returns

7.9 Sales and Marketing

- 7.9.1 Brochures, newsletters and marketing material
- 7.9.2 Customers
- 7.9.3 Domestic and export orders
- 7.9.4 Products
- 7.9.5 Sales

7.10 Statutory Business Records

- 7.10.1 Annual Statutory Returns
- 7.10.2 Certificate of Change Name
- 7.10.3 Certificate to Commence Business
- 7.10.4 Reports presented at Annual General Meeting
- 7.10.5 Resolutions
- 7.10.6 Minute books

7.11 Tax

- 7.11.1 Provisional tax returns
- 7.11.2 Records relating to taxable gain or assessed capital loss
- 7.11.3 VAT documents
- 7.11.4 Records of importation goods and documents
- 7.11.5 Documentary proof substantiating the zero rating of supplies

8. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Hopefull Trust, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

9. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Hopefull Trust, from the South African Human Rights Commission and at www.montdestin.co.za.


S Burgin

15/12/2011

Date