



SA WYNBEDRYF-INLIGTING & -STELSELS
SA WINE INDUSTRY INFORMATION & SYSTEMS

CERTIFICATION MANUAL FOR PARTICIPANTS TO THE WINE OF ORIGIN SCHEME

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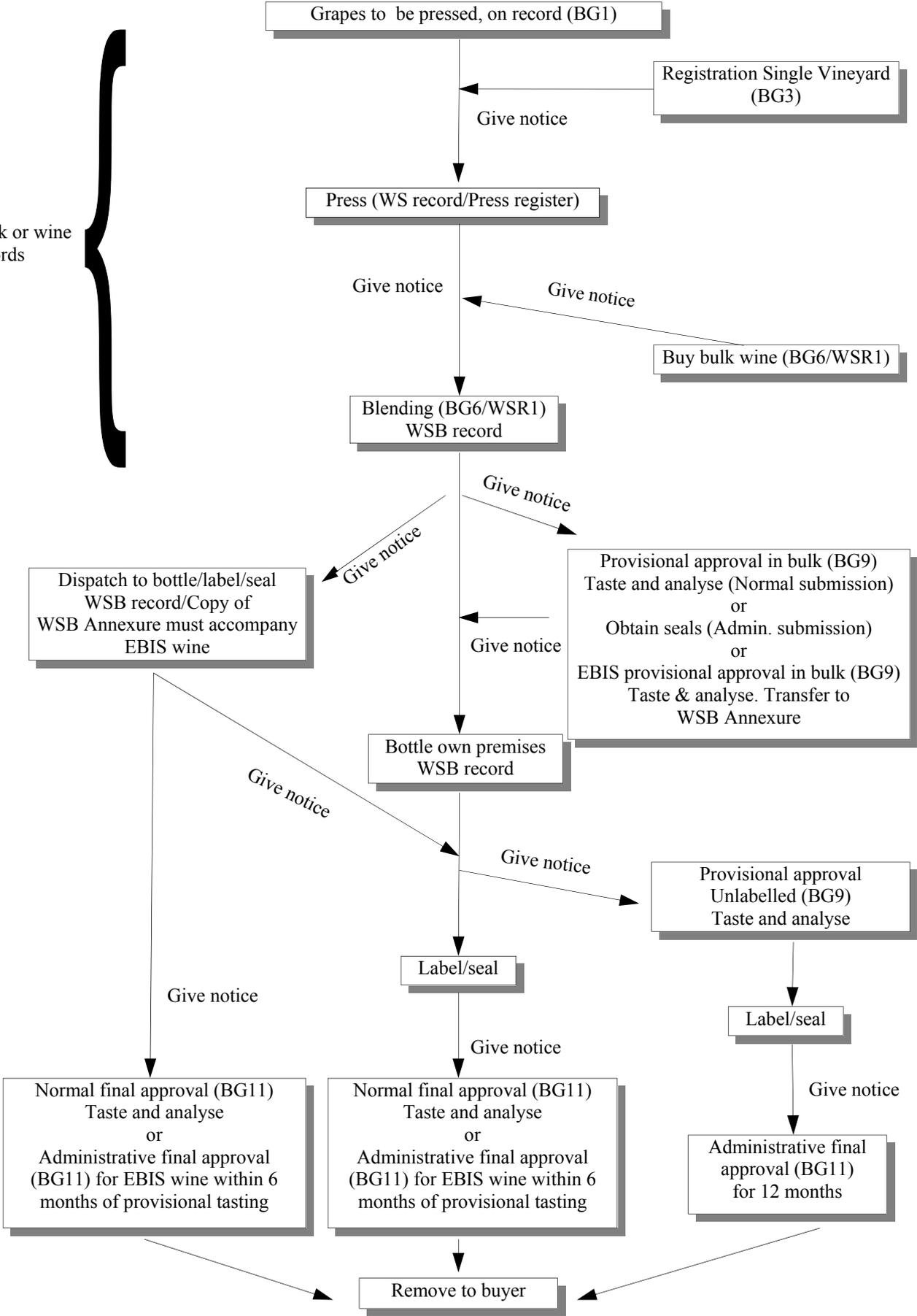
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THE CERTIFICATION PROCESS

A simple graphic representation of the certification process. Obviously all permutations can not be set out herein.

Tank or wine records



1. INTRODUCTION

This manual is meant as an aid for participants to the Wine of Origin Scheme. The scheme is drawn up in “legal language” which sometimes makes practical application difficult. Especially since the certification procedures have become more complex in order to speed up the process. The complexity of the system is therefore in direct relation to the flexibility and speed of the process. Keep in mind that the manual tries to give practical effect to the scheme, but that the scheme and where applicable, the regulations, is still the authoritative source.

The “Responsible person: _____” spaces that you’ll find in the manual are for participants to fill in the name of the person on the participant’s premises responsible for the process concerned. This will not only facilitate internal control, but will also assist the inspectors in performing their tasks.

The objective of the certification process is to verify and substantiate claims with regard to origin, cultivar and vintage in terms of the Wine of Origin Scheme. Consumers and governments world-wide demand and obligate such a process. The credibility of our system depends on:

- ⇒ Integrity of participants.
- ⇒ Notice of intended actions followed by inspection beforehand, during or after action.
- ⇒ Sampling and handling of samples by a third party (Inspection Services).
- ⇒ Issuing and monitoring of certification seals by an independent party (Certification and Inspection Services).
- ⇒ Sensorial and analytical evaluation of wine by third parties with comparisons between analytical results performed at various stages.
- ⇒ Accurate and comprehensive record keeping by participants.

1.1 Responsibility

It is the responsibility of the participant to make sure that notifications were received by department certification, and Inspection services.

2. IMPORTANT CONCEPTS

2.1 Working day

Any working day of the week (Monday to Thursday) from 07:00 to 16:30 (and Friday 07:00 to 16:00). A public holiday is not a working day, except in the case of normal provisional and final submissions (with samples).

One working day’s notice means that if you give notice at 10:30 on a Tuesday, the Wednesday will be regarded as the notice day. The intended action may therefore only proceed after 16:30 on the Wednesday. If notice is received before 07:00 of any working day (Monday to Friday), that day will be regarded as the notice day. For example, if a BG11 application is received at our fax at 06:30 on a Tuesday, that Tuesday will be regarded as the notice day, and the intended action may commence after 16:30 on that Tuesday.

2.2 Notice

2.2.1 Oral

Oral notice may only be given telephonically to one of the under-mentioned persons (Certification

Services) at the corresponding telephone numbers. If the number you dial is engaged your call will automatically be transferred to one of the other numbers.

Certification Services:

Mary-Ann Butshingi (021-8075750) (mary-ann@sawis.co.za) ; Carin Stemmet (021-8075732) (carin@sawis.co.za); Anneline du Plessis (021-8075733) (anneline@sawis.co.za); Frede Rust (021-8075737) (freder@sawis.co.za); Arnold van der Westhuizen (021-8075734) (arnold@sawis.co.za); Sheridene Sitzer (021-8075735) (rozieress@sawis.co.za); Joshua Daniels (021-8075736) (danielsj@sawis.co.za); Sanet le Roux (021-8075738) (sanet@sawis.co.za); Werner Victor (021-8075759) (wvictor@sawis.co.za); Lizet Vaughan (021-8075760) (lizet@sawis.co.za); Kevin de Villiers (021-8075730) (kevin@sawis.co.za); Chanelle Samuels (021-8075748) (chanelle@sawis.co.za); Yolandi Clayton (021-8075764) (yolandi@sawis.co.za); Craigh Jacobs (021-8075731) (craigh@sawis.co.za).

Oral notice may be given in the following instance:

⇒ Notice of speedline (see paragraph 17.3, page 17)

Inspection Services:

Worcester area: Deon Mouton (083 444 6927) *Faks no (021-8729952)*; Theo Reese (083 444 6964); ; Giepie Kriel (083 500 7854); Jovan Jacobs (083 644 0155); Willem Afrikaner (083 477 7033)

Stellenbosch area: Jacques Laker (083 444 6972) *Faks no (021-8729952)*; De Wet Swanepoel (083 444 6938); Pieter Vos (083 444 6970); André le Roux Goosen (083 444 6937); Gurshwin Williams (083 412 5701); Donevan Heyns (083 444 6936)

Paarl area: Paul Stemmet (083 444 6939) *Faks no (021-8729952)*; Cobus Kroese (083 444 6869); David Loth (083 444 6962); Albert Morkel (083 444 6971); Jaco Cloete (083 444 6946); Leswin Manuel (083 444 6940)

Robertson area: Carel van der Merwe (083 444 6950) *Faks no (023-626 6025)*; Eduard Malherbe (083 444 6965); Dirk Rossouw (083 444 6961); Gershwin Olckers (083 500 7855).

Oral notice may be given in the following instance:

⇒ Application for normal provisional or final approval (with samples) (see annexure 21, 22, 22A and 22B)

⇒

2.2.2 Written

Written notice may -

- ⇒ be handed in personally at Certification Services (SAWIS, 312 Main Road, Paarl);
- ⇒ be handed to an inspector on your premises;
- ⇒ be faxed or sent by e-mail as indicated below.

Please send the type of notice as indicated in the first column of the table below to the fax number(s) or e-mail address(es) indicated in the columns opposite thereto:

Notice of	E-mail	Fax
Pressing	harvest@sawis.co.za	See Inspection Services page 6
Application for WS numbers (BG1)	BG1@sawis.co.za	086 559 0279
Blending	BG6@sawis.co.za	086 559 0283
Intake	BG6@sawis.co.za	086 559 0283
Bottling	Bottling@sawis.co.za	086 559 0283
Transfer bottled wine and seals	BG5@sawis.co.za	086 559 0283
Administrative provisional submission	BG9@sawis.co.za	086 559 0319
Provisional submission (with samples)	Telephone Inspector	
Administrative final submissions	BG11@sawis.co.za	086 559 0289
Final submissions (with samples)	Telephone Inspector	
Speedline Admin Final submissions	Phone inspector and Certification Services in all instances and e-mail to BG11spoed@sawis.co.za or Fax to 086 559 0280	
Substitution of labels and seals	BG7@sawis.co.za	086 559 0289

2.3 Wine/records/responsible person

Participants must ensure that the must/sweet reserve/wine concerned and records are ready for inspection at 08:00 on the working day following on the day of the notice. A responsible person must also be available on the premises at all times to assist the inspector. If not, the participant will be charged for the wasted costs and notice will have to be given anew. If, therefore, you know that a responsible person will not be available, please make timely arrangements with the inspector concerned.

Ensure that the wine and records concerned are ready immediately after notification in the case of special requests (R300, after hours applications and speedline).

2.4 Tank/Wine record

The Wine of Origin Scheme requires that tank and wine records be kept from the time of pressing. This requirement must be strictly adhered to as it enables Inspection Services to track down high yields timeously and to monitor the movement of must and wine at an early stage.

2.5 Blank WSB records

Blank WSB records will be issued to participants. Upon receipt of an applicable notice, a WSB number will be issued to the giver of the notice. This WSB number together with the other relevant particulars of the wine concerned, must be recorded on a blank WSB record.

Please contact Inspection Services at the numbers mentioned in paragraph 2.2.1, should you run out of blank records.

2.6 **Bottling organisation**

An organisation which has bottling as its main function. Currently Breëriviervallei Bottling Co-operative (BBC), Paarl Valley Bottling Company (PBC), Rostberg Bottling, Origin Bottling, Quality Bottling, Deetlefs Bottling, Koelenhof Bottling, Vinpac (Wellington), Wynland Bottling, Imbuko and Mobbot.

2.7 **SAWIS6/DA32 form**

This form is a requirement of Customs and Excise and for the industry's information system and wine of origin. (Annexure 11)

3 **PRESSING OF GRAPES**

3.1(a) **BG1 application** [Annexure 1A]

BG1 applications are posted to participants during October. Participants complete the BG1 application. Such an application must be submitted to Certification Services at least 30 days before the expected date on which pressing will commence. Certification Services allocates WS numbers on a BG1 application. Members of Inspection and Certification Services will gladly assist with the completion of BG1 forms.

3.1 (b) **IPW**

Should you require and IPW production card, please indicate so in the appropriate column on the BG 1 application form.

Please make sure that the IPW of the production cellar and farms are up to date and that the appropriate documents have been completed on www.ipw.co.za.

Should the farm information change after the BG1 applications has been submitted, please inform Certification services per e-mail. Provide the appropriate WS number if the number has already been issued.

An additional fee is charged where an IPW card is requested irrespective of the IPW status of the production card.

3.1 (c) **BG3 application Single vineyard wine** (Annexure 1B)

In order to claim single vineyard wine on a wine label, you need to comply with the following criteria:

- (i) Complete BG 3 - application for registration (Annexure 1B). This is a once off and is applicable as long as the particular unit remains unchanged (6 hectare maximum).
- (ii) Each block must be produced on a separate WS record. Indicate the block number/ name in the appropriate column. Also indicate the farm number concerned. All relevant information regarding single vineyard wine must be indicated on the press register.
- (iii) Various vintages of a particular registered unit may be blended together.
- (iv) Various single vineyard wines may be blended together, and mentioned on the label, but the expression "single vineyard wine" may not be indicated on the label.
- (v) In the event that other wine be added to a single vineyard wine (blend) no mention may be made

to single vineyard wine.

Responsible person: _____

3.2 WS record (green sheet) [Annexure 2 – front of WS record]

Blank WS records together with a letter of authorisation on which the WS numbers are indicated per cultivar are handed to every participant. Participants can obtain the WS numbers from the SAWIS webpage. An inspector will deliver the documents after it is received from the Certification Department. Participants are responsible for the completion of all the information on the WS record. NB: WS number, name of participant, origin, cultivar and vintage must be fully furnished on the front of the record where applicable.

Responsible person: _____

3.3 Notice of pressing

One (1) working day's notice per cultivar is required. Notice must be faxed to the appropriate Inspector. (see fax numbers Inspection Services, page 6). The following particulars must be furnished : WS number, date of pressing, cultivar concerned, origin, address of the premises concerned. Only give notice once of the commencement of the pressing of grapes per cultivar.

With regard to grapes for wine from naturally dried grapes, pressing together of cultivars, noble late harvest wine and single vineyard wine a 3 days notice must, however, be given every time as special control is required. (Annexure 33)

Responsible person: _____

3.4 Short notice

It may for divers reasons not always be possible to give timeous notification of the pressing of grapes. Participants will therefore largely be accommodated in this regard and short notice will only be rejected in exceptional cases. In practice however, it often happens that participants do not give notice of the pressing of grapes at all. This practice is unacceptable and may jeopardise the certification of a particular wine.

3.5 Pressing cultivars together with retention of cultivar claims [Annexure 3]

Participants who wants to press grapes from different cultivars (instead of officially blending wine originating from different grape cultivars pressed separately) and still wants to claim the name of one or more of the various grape cultivars on the final product, must follow the instructions as set out in Annexure 3.

Responsible person: _____

3.6 Press register – own grapes [Annexure 4]

The relevant particulars of the grapes concerned must be registered before 10:00 on the day which follows on the day on which pressing commenced. If the press register is kept electronically the following applies-

- ⇒ The program (an explanation thereof) must be approved by Certification Services; and
- ⇒ All relevant information must be displayed on the computer printout (inspector will assist in

compiling such a program).

⇒ The computer printout (hard copy) must be available to the inspector on a daily basis, to facilitate inspection.

Responsible person: _____

3.7 **Press register – grapes purchased** [Annexure 4]

All required information must be kept up to date. Specifically the name of the producer, farm name and the farm number as displayed on the BG1, must be indicated in full on the press register/computer printout. This information is important to control claims with regard to origin and cultivar.

Responsible person: _____

3.8 **WS record** [Annexure 5]

All movements of wine must be recorded in full on this record.

Responsible person: _____

3.9 **Tank and wine records** [Annexure 6]

Tank and wine records are compulsory and supplementary to the WS record to form a complete flow chart of the wine.

Responsible person: _____

3.10 **Noble late harvest wine, special late harvest wine and wine from naturally dried grapes** [Annexure 7]

Annexure 7 sets out the legal requirements with which these types of wines must comply.

Responsible person: _____

4 **BLENDING** [Annexures 8 & 9]

4.1 **Notice**

One (1) working day's notice of the intended blending of must, sweet reserve or wine must be given. Notice must be given in writing on the BG6/WSR1 form. This form must be completed in full as indicated in Annexure 8.

4.2 **Blending action**

The BG6/WSR1 form concerned with a WSB number indicated thereon will be faxed to the participant after verification by Certification Services. Participants must take note that approved BG6 / WSR1 forms are stamped by the department certification services. The participant can now continue with the blending action and must open a blending record (WSB record).

4.3 **WSB record (pink sheet)**

The inside of the record must be completed in full. The complete date (ddmmyy) of action, the

SAWIS6/DA32 number (where applicable), ex WS or WSB numbers, litres, blending tank number, containers or number and capacity of vats must be indicated. Also the origin, cultivars, vintage (if necessary) and from whom the wine was received (where applicable). See Annexure 9.

Responsible person: _____

4.4 Blending of production areas

Where wines of different production areas are blended it may be indicated on the label in descending order according to volume eg. Wine of Origin Stellenbosch and Paarl. If the volume of an area is less than 30 % percentages must be indicated eg. Wine of Origin Stellenbosch (85 %) and Paarl (15 %).

5. INTAKE OF WINE [Annexures 10 & 11]

5.1 Notice

A person that intends to take in must, sweet reserve or wine (owner or his agent/proxy), must give notice in writing on a BG6/WSR1 form (Annexure 10) (paragraph 5.3)

One (1) working day's notice of a intended intake must be given. If a receiver prefers that Inspection Services perform the necessary control before transfer takes place a BG6/WSR1 must be handed in at least 7 working days before intended transfer. It must be indicated on the BG6/WSR1 that physical control is required.

5.2 Short notice

5.2.1 Where physical control is not required by the participant

When you give notice you will be informed if your short notice is not acceptable. When you hand the BG6/WSR1 concerned to an inspector on your premises or to an official at Certification Services you will thus be informed by such inspector or official immediately. If you gave notice by fax you will be contacted if your short notice is not acceptable. Keep in mind that in such cases control could take place afterwards. The receiver is therefore at risk that the certification claims of the wine concerned could be scrapped if the control indicates that not all details are correct. If the wine has in the mean time been blended with other wine, the blended wine runs the same risk.

If you are not informed that your short notice is not acceptable you may proceed with the action concerned at the time indicated by you.

5.2.2 Where physical control is required by the participant

A shorter notice period of no less than 3 working days will be allowed. Whereas control is a requirement you will be charged with the cost thereof.

5.3 Remarks

On receipt of a notice a WSB number, if applicable, will be allocated and furnished to the notifier/receiver. Participants must take note that approved BG6 / WSR1 forms are stamped by the department certification services. The notifier / receiver must record this number as well as other information regarding the must, sweet reserve or wine on a WSB record. The transferor of the wine must ensure that a SAWIS6/DA32 form (Annexure 11), completed in full, accompanies the wine.

Responsible person: _____

6. **USE OF TOPPING WINE** [Annexure 12]

The provisions of the Wine of Origin Scheme with regard to the use of topping wine are explained in Annexure 12.

Responsible person: _____

7. **IDENTIFICATION OF WINE IN VATS AND LOTS OF VATS** [Annexure 12]

It is a requirement that vats and lots of vats in which wine are stored be identified clearly. Annexure 12 provides guidelines in this regard.

Responsible person: _____

8. **DELIVERY / SALE OF BULK WINE (EXCLUDING DELIVERY TO BOTTLING ORGANISATIONS)**

Where bulk wine is delivered / sold to another institution (bottling organisations excluded) a SAWIS 6 / DA 32 must always be completed by the deliverer of said wine with complete information of deliverer, receiver, delivery date, estimated kilogram / volume or actual volume where possible. It is of utmost importance that the Ex Tank number, variety, origin, vintage, Ex WS / WSB number and receiving WSB number be indicated. See annexure 11.

A BG 6 / WSR 1 must be completed by the owner / agent / proxy for the wine. See paragraph 5 Intake of wine.

9. **BOTTLING ON OWN PREMISES** [Annexure 13]

9.1 **Notice**

One (1) working day's notice of the intended bottling of wine must be given. Notice may be given by means of a weekly program or per separate product. Notice(s) must be sent to SAWIS, Main Street, Paarl. The following particulars must be furnished : WS or WSB number, date, certifiable claims, tank/vat number, volume and address of premises. See paragraph 2.2.2 (Annexure 13)

9.2 **Remarks**

Upon receipt of a notice a WSB number, if applicable, will be allocated to you. The number together with the other applicable particulars must be recorded on a WSB record. See Annexure 13.

Responsible person: _____

10. **SERVICES (TRANSFER FOR STABILISATION, BOTTLING AND LABELLING)** [Annexures 10, 11 & 14]

If above-mentioned actions are contemplated, the following procedure must be followed:

10.1 The owner of wine (or his agent/proxy) who wants to transfer wine for stabilising, bottling and/or labelling must give one (1) working day's notice. Notice must be given as follows:

⇒ **Orally (only for bottling organisation - refer 2.6 p7)**

Transfer to a bottling organisation where certification seals will not accompany the wine.
Contact Certification Services for a WSB number.

⇒ (only SAWIS 6/DA32 is required)

⇒ **In writing per BG5:**

Transfer of unlabelled, bottled wine; or
Transfer of unlabelled, bottled wine and seals; and
Transfer of seals

⇒ **In writing per BG6/ WSR 1:**

Transfer of bulk wine (not bottling organisations)

10.2 Certification Services will supply you with a WSB number. Record this number on the SAWIS6/DA32 form that will accompany your wine. The organisation which will perform the actions of stabilisation, bottling and/or labelling must record this WSB number together with the other particulars of the wine on a WSB record.

10.3 A SAWIS6/DA32 form, completed in full, must accompany the wine which is to be transferred.

10.4 The participant transferring the wine must also record the WSB number provided by Certification Services as well as the volume of wine transferred on his own records (WS or WSB record).

10.5 Bottling (Transfer of Bulk wine to a Bottling Company)

⇒ Bottling Company is exempted from a BG6/WSR 1 notice.

⇒ Participants are responsible to acquire a WSB number for the Bottling Company, prior to the transfer of the wine. Participants must make very sure that more than one WSB number is not issued for a wine.

⇒ SAWIS 6/DA32 document serves as notice for the transfer of the wine to the Bottling Company.

⇒ The following information is mandatory on a SAWIS 6/DA32 document

- Estimated volume
- Ex tank number
- Cultivar
- Origin
- Vintage
- Ex WS/B number
- To WSB number (Bottling Company WSB number)

Responsible person: _____

11. RETURN OF WINE

Wine which has been transferred to another premises for stabilisation, bottling and/or labelling and which has been finally approved on those premises, may be removed therefrom without notice.

If the wine concerned has not been finally approved and are not on the premises of a bottling

organisation (Refer to point 6, page 7) it can, according to the provisions of paragraph 10 above, be transferred (but only for purposes of stabilisation, bottling and/or labelling) or returned to the premises from which it was originally transferred. The general rule is that wine which has not been finally approved can only be returned to the participant's original premises. Participants, however, can make arrangements with their inspectors in case of an emergency. This usually happens when wine, already labelled and sealed, has to be transferred without delay to premises in other provinces before it has been finally approved. Keep in mind that the participant has to see to the return of the wine if disapproved at final submission. At bottling organisations standard practises have developed in this regard and the following procedure applies:

11.1 Return of wine by bottling organisation (refer 2.6 –p7)

11.1.1 Unlabelled, bottled, not finally approved wine and seals returned to participant

- ⇒ Contact owner of wine for a receipt WSB number. If not in possession of a WSB number, contact Certification Services for a receipt WSB number.
- ⇒ Record this WSB number and other required particulars on a BG5 form/ WSB record.
- ⇒ Send BG5 to Certification Services who will adjust the seal bank en supply the 2 inspectors as well as the sender and receiver concerned with copies of the BG5. The person who receives the seals must indicate confirmation of receipt of the seals on the BG5 by writing their Name, Surname and Signature on the BG5.
- ⇒ Complete SAWIS6/DA32 form.
- ⇒ Hand BG5 and SAWIS6/DA32 to truck driver to deliver it together with the wine to the participant.

11.1.2 Bottled wine already labelled and sealed of which samples for final approval must be taken at the participant

- ⇒ Give notice of intended action to inspector concerned (bottling organisation's inspector).
- ⇒ Complete BG11 and attach required labels thereto.
- ⇒ Complete duplicate WSB record. Use existing WSB number.
- ⇒ Complete a SAWIS6/DA32 form.
- ⇒ Send BG11, WSB record and SAWIS6/DA32 with truck.
- ⇒ If seals must be disposed of, send the seals concerned as well as the BG10 form with the truck.
- ⇒ Give notice to participant's inspector that samples will have to be taken at participant.

11.1.3 Transfer of wine which has been submitted for final approval prior to the issue of a WSR4A certificate

- ⇒ Owner of wine gives telephonic notice to the Bottling Company's inspector of the intension to move wine prior to the issue of a WSR4A certificate.
- ⇒ Owner of wine gives notice of this intention per e-mail to the Bottling Company and the Bottling Company inspector.
- ⇒ Wine may only be moved to a SAWIS approved premises prior to the issue of a WSR4A certificate. (Queries regarding approved premises can be directed to the SAWIS inspector)
- ⇒ The following information must be divulged in the e-mail

- Reason why the wine must be moved prior to final approval
- The premisis where the wine is to be moved to (Name of premises)
- Full description of wine
- The undertaking that the wine will not be sold prior to the issue of a WSR4A certificate
- The undertaking to return the wine to the Bottling Company should the wine be rejected.

⇒ The responsibility of the Bottling Company.

- Indicate on SAWIS 6/DA32 - “Wine transferred under embargo”, as well as the name of the inspector.
- Indicate on BG11 - “Wine transferred under embargo”.
- Fax or e-mail SAWIS6/DA32 and BG 11 to SAWIS inspector. Fax numbers and e-mail information available on page 6 of this manual.
- SAWIS6/DA32 and a copy of the BG11 must accompany the load/ truck.

Responsible person: _____

12. **IDENTIFICATION OF UNLABELLED BOTTLED WINE**

For the sake of efficient control all unlabelled, bottled wine must be identified properly. This is done by:

- ⇒ Affixing a clearly legible identification mark on which at least the WSB number concerned and the date of bottling must appear on at least every tenth bottle. Crates must also be clearly marked with a label which displays the quantity of bottles in each crate, date bottled and WSB number.

Alternative methods of identification can also be approved. Submit a written request to the Board.

Responsible person: _____

13. **ADMINISTRATIVE PROVISIONAL SUBMISSION (WITHOUT SAMPLES)** [Annexures 15, 16, 17 & 32]

With an administrative provisional submission the wine is not sampled for sensorial and analytical evaluation. It is in effect an application for the issuing of certification seals.

13.1 **Notice**

One (1) working day’s notice must be given of an application for administrative provisional approval. Notice must be given in writing (see paragraph 2.2.2) per BG9 form. Such BG9 form must be completed on Wine Online (see Annexure 32).

13.2 **Remarks**

Results of applications (on SAWIS webpage or telephonically available from Certification Services) and seals will be available after the expired notice period. For example, you give notice at 14:00 on a Tuesday. The results and seals will be available from 08:00 on the Thursday. When the seals are received, the application number and code range of the seals allocated must be indicated on the WSB record concerned in order to prevent possible duplication during submission in bottle. Complete the WSB record concerned with regard to “Particulars of provisional submission and seals allocated” - see Annexure 17.

The BG9 application must be completed in full as set out in Annexures 15 (bulk) and 16 (bottles).

Responsible person: _____

14. **NORMAL PROVISIONAL SUBMISSION (WITH SAMPLES)** [Annexures 17 to 22 & 32]

With a normal provisional submission samples of the wine concerned are taken for sensorial and analytical evaluation. Wine can be submitted in either bulk (Annexure 18) or in bottle (Annexure 19). If in bulk, please ensure that the containers submitted correlate with the WS/ WSB record and tank or wine records concerned. Wine submitted and approved in bottle, can afterwards make use of administrative final submissions for a period of 18 months for Red wine, Sparkling wine, Fortified wine, Noble late harvest wine, wine from Naturally dried grapes and Special late harvest wine and 12 months for all other wine. Wine submitted administratively provisionally (to obtain seals) and has since been bottled, but not yet labelled, can make use of normal provisional submission at a special (lower) tariff (Annexure 20). Subsequently, if approved, it can make use of administrative final submissions for a period of 18 or 12 months depending on the wine type as mentioned above. Please ensure that the unlabelled bottled stock are stored in such a way that it can easily be controlled by the inspector. The special tariff normal provisional submission can also be utilised for any other purpose – as long as the certification seals for the wine concerned have already been issued.

When a submission (bulk or bottled) takes place from a WSB record the participant must record all relevant information on the WSB record concerned under the title “Particulars of provisional submission and seals allocated” (Annexure 17).

14.1 **Notice** (See Annexure 21, 22, 22A & 22B)

Keep in mind that the BG9 form must be completed and the relevant wine be ready for sampling from 08:00 am on the day the inspector visits your premises to sample the wine concerned. If you are not ready, please make the necessary arrangements with the inspector concerned. Take note, you will be held responsible for any wasted costs incurred.

14.2 **Submission of wine rejected during normal provisional submission**

14.2.1 **Bulk wine (also see Bulk export)**

Bear in mind that a wine rejected during provisional submission must get a new application number when it is resubmitted.

14.2.2 **Bottled wine (Appeal Procedures)**

When a bottled wine is rejected during provisional submission it is automatically re-tasted at the following tasting. Such a wine retains the original application number and may be resubmitted up to four times (8 tastings). If still not approved an appeal can be lodged to the appeal committee for one more tasting. Alternatively a member can appeal after 2 submissions. Keep in mind that the decision of the Appeal Committee is final and no further submissions will be allowed should the wine be rejected.

Responsible person: _____

15. **EBIS - ONCE OFF EVALUATION OF WINE IN BULK (WITH SAMPLES)**

[Annexures 29, 30, 31 & 32]

With an EBIS submission, a container (irrespective of the volume) is sampled for sensorial and analytical evaluation. Please ensure that the container from which the sample was taken, correlates with the WS/WSB record and tank or wine records concerned. Wine approved, can thereafter make use of

administrative final submission for a period of 6 months. See Annexures 29, 30 and 31 for further details regarding an EBIS submission.

15.1 Notice (Annexures 21, 22, 22A & 22B)

16. ADMINISTRATIVE FINAL SUBMISSION (EBIS WINE) (BULK APPROVED) (6 MONTHS EXEMPTION) [Annexures 23, 29, 30, 31, 34 & 35]

Wine sensorially and analytically approved in bulk (EBIS wine) can be submitted as administrative final applications for a period of 6 months thereafter. Control samples will be drawn for sensorial and analytical evaluation, after an administrative final submission is received. A BG 11A and laboratory form which is automatically generated with the BG 11A on WOL must accompany these control samples. (see Annexures 34 and 35)

N.B. 12 x 750ml (9 litre) samples must be drawn at random during the bottling process and kept on the premises until such time that the wine passes final approval. (BG 11A)

16.1 Notice

Notice of an application for administrative final approval (Admin. EBIS) must be given in writing on the BG11 form (Annexure 23). One (1) working day's notice is required. The applicable labels must accompany the written notice. Faxes of labels must be clear. Ensure that an example of every label which is used on the wine concerned accompanies the BG11. Every such label must be approved by the Label Committee of the Board. Contact Certification Services if uncertain.

16.2 EBIS (Bulk) submission rejected

In the event that an EBIS (in bulk) submission is rejected, the EBIS procedure cannot continue if that wine is already bottled at the time that the result of the submission becomes available.

The bottled wine, irrespective of whether labelled or not, will now be submitted according to normal submission procedures. (see paragraph 14.2.2)

16.3 Remarks

Results (on SAWIS webpage or telephonically obtainable from Certification Services) will be available after the notice period has expired. Wine may not be removed before the result and the certificate number (WSR4A) have been furnished to you and recorded in your WSB records.

Ensure that the WSB Annex concerned is completed (Annexure 30 & 31).

16.4 Speedline

See paragraph 17.3

Responsible person: _____

17. ADMINISTRATIVE FINAL SUBMISSION (WITHOUT SAMPLES)

[Annexures 13A, 23, 24 & 32]

Wine sensorially and analytically approved in bottled form can be submitted as administrative final applications for a period of 18 or 12 months thereafter depending on the type of wine as indicated on page 16 paragraph 14 – in other words it does not have to be tasted and analysed again. Administrative final submissions may only be submitted after labels and Certification seals have been applied to the bottles.

17.1 Notice

Notice of an application for administrative final approval must be given in writing on the BG11 form (Annexure 23). One (1) working day's notice is required. The applicable labels must accompany the written notice. Faxes of labels must be clear. Ensure that an example of every label which is used on the wine concerned accompanies the BG11. Every such label must be approved by the Label Committee of the Board. Contact Certification Services if uncertain.

17.2 Remarks

Results (telephonically obtainable from Certification Services or on the SAWIS webpage) will be available after the notice period has expired. Wine may not be removed before the result and the certificate number (WSR4A) have been furnished to you and recorded in your WSB records.

Ensure that the WSB record concerned are completed under the titles "Final submission and particulars of seals used" (Annexure 24) and "Bottling or receipt of bottled wine" (Annexure 13).

Seals in stock or to be destroyed must be available for control by the inspector.

17.3 Speedline

A speedline has been instituted to accommodate participants who urgently need the results of administrative final submissions. The procedure works as follows:

- ⇒ Contact the inspector concerned on his cellular phone. Inform him that he must check a speedline administrative submission and arrange a convenient time with him.
- ⇒ Write "speedline" at the top of your BG11 form and fax or deliver it with the applicable labels to Certification Services.
- ⇒ Contact Certification Services telephonically and inform them that you have faxed a BG11 speedline.
- ⇒ After inspection, the inspector will contact Certification Services. If Certification Services has already checked the application, the inspector will note the WSR4A certificate number on your records. If not, the inspector will tell you when Certification Services can be contacted for the WSR4A number – which period shall not exceed 30 minutes.

The tariff for a speedline administrative final submission is R200,00 per visit, irrespective of the number of submissions. You will not be debited with such costs where the inspector is present on your premises and can accommodate you there and then. If his program does not allow it the inspector concerned can control it the following working day. If a participant, however, requires that the control be done on that specific day and it does not suit the inspector's program, it can be done after hours at the normal speedline tariff (R200 per visit). The application concerned can, after it had been signed by the inspector, be faxed through to Certification Services for processing on the following day, or the application can be delivered by the inspector concerned to Certification Services early the next morning for processing.

Note: If an inspector is busy on a participant's premises with one or other task after hours and he is requested to control a speedline administrative final submission, the participant will be charged with the normal speedline tariff (R200 per visit).

Responsible person: _____

18. NORMAL FINAL SUBMISSION (WITH SAMPLES) [Annexures 13A, 24, 25, 26, 27 & 32]

With a normal final submission the wine is sampled for sensorial and analytical evaluation. Wine may only be submitted in final labelled and sealed (certification seals) form. The latter does not apply to bulk wine destined for export. See next subparagraph.

18.1 Bulk export

The only exception to the above rule is applicable to wine with certification claims that will be exported in bulk. See Annexure 26. An approval for bulk export wine applies for 42 days.

18.2 Notice and other requirements (see page 6 paragraph 2.2.2 and Annexures 21, 22, 22A & 22B)

Make sure that copies of all labels used on the submission are attached to both copies of the BG 11 (one for tasting and one for laboratory). Certification claims (origin, vintage, cultivar) on labels must comply with the information on the WSB record card. Contact the Certification department if you are unsure.

Ensure that the quantity bottles as indicated on the BG11 correlates with the physical stock indicated and store this stock in such a way that it can easily be inspected. With bulk exports ensure that the containers submitted correlate with the WS/WSB record and tank or wine records concerned.

The WSB record and BG11 concerned must be completed in full by the time of arrival of the inspector. See Annexures 13A and 24.

18.3 Submission of wine not approved at normal final submission

The same procedure as in paragraph 14.2.2 is applicable

18.4 Handling of final disapproved wine

Labels and seals on final disapproved wine must be removed within sixty (60) days after date of last disapproval. The Board can be asked in writing via Certification Services for an extension of this period. Give one (1) working day's written or oral notice before removing the labels and seals concerned.

18.5 Handling of surplus certification seals [Annexure 27]

All surplus seals (seals in excess after submissions) may only be removed by Inspection Services for disposal.

The participant must:

- ⇒ Neatly roll up the seals concerned and provide it with a sticker containing the following information: Name of participant, WSB number, application number and quantity of seals concerned.

- ⇒ Complete a BG10 (Annexure 27).
- ⇒ Keep the seals and BG10 on his premises and hand it over to the inspector during inspections.
- ⇒ Participants are requested to file a duplicate BG10 on their premises for record keeping.

Responsible person: _____

19. **SUBSTITUTION OF LABELS AND SEALS FROM FINAL APPROVED WINE**

[Annexure 28]

If you want to remove labels or seals from final approved wine you must give one (1) working day's notice in writing. If you require a shorter notice period you must contact one of the persons (Certification Services) mentioned in paragraph 2.2.1 to make arrangements.

Where you want to replace the labels concerned with other labels with certifiable claims the notice must be accompanied by an example of the label that you want to affix.

New seals will be available after conclusion of the notice period.

After the action is completed, complete a BG7 form and fax it to Certification Services or give it to the inspector. This process is handled in similar fashion as admin final submissions. Should you urgently require the final control within the one working day period, the speedline procedure kicks in. (see paragraph 17.3)

Responsible person: _____

20. **WINE ONLINE (WOL)** [Annexure 32]

Submission of samples for certification on "Wine Online", BG9/11 and laboratory form combined.

21. **REMOVAL OF ALCOHOL FROM WINE** [See Table 7 of the Regulations of Act 60 of 1989] (Consult SAWIS webpage in this regard)

Dealcoholisation, described as "eliminating some of the alcohol (ethanol)", may be done by using physical separation techniques. Only the techniques prescribed in Table 7 of our regulations may be used under the conditions set out therein. Additionally, the following requirements apply for export to the EU:

- (a) Reduction of the actual alcoholic strength by volume may not be more than 2% vol.; and
- (b) The actual alcoholic strength by volume of the final product by not be less than 8.5%.

21.1. **Wine destined for certification**

21.1.1 Complete BG6/WSR1 and send to SAWIS. Indicate "alcohol removal".

21.1.2 It is important that notice be given to the Department of Agriculture as to which process, to remove alcohol, is to be used.

21.1.3 Move wine to WSB record card prior to treatment. Indicate on WSB record card next to WSB number: "Alcohol removal". More than one batch can be handled on a WSB record card as long as it is the same wine. Divide WSB card on inside as required.

- 21.1.4 Before the process commences, 1 x 750 ml sample must be drawn. Put a label on the sample with the name of the participant, date, current tank number(s), ex tank number(s), WSB number and litres. Please indicate on the label “Before treatment”.
- 21.1.5 After process has been completed 1 x 750 ml sample has to be taken. On the sample a label with name of participant, date, current tank number and volume must be applied. Also indicate “After treatment” as well as type of process used to remove alcohol. The process of dealcoholisation (eg. Reverse osmosis, nano-filtration ect) must also be indicated on the label.
- 21.1.6 Should a “batch” of the same wine comprise more than one tank after treatment, the sample mentioned in 20.1.4 must be proportional.
- 21.1.7 Samples(1 before and 1 after treatment) must be kept on the premises. Samples shall be collected by the SAWIS inspector, once the participant has notified the inspector that the process has been completed. The samples shall be sent to the Department of Agriculture by SAWIS.
- 21.1.8 Where the process of alcohol removal is done by Michael Paetzold, Conetech, etc. , they take full responsibility to draw the “Before” and “After” samples for the Department of Agriculture, and personally deliver the samples to them.

21.2 Non-certified wine

Non-certified wine is controlled by the Department of Agriculture who have their own procedure. Contact numbers 021 809 1704 / 1702.

21.3 Customs and Excise

Participants must make sure of the requirements of Customs and Excise with regards to the removal of alcohol from wine and make sure that they comply. Queries in this regard can be directed to Nina Busch and/or Christo van Wyk at Customs and Excise (021-887 3036). Alternatively contact nearest Customs and Excise office.

22. BAG-IN-A-BOX and PET BOTTLES

22.1 Standards for BAG-IN-A-BOX

Should a liquor product be packed in a container which is not self-supporting such as a tinfoilbag, the volume of such a product may not exceed 5 litres.

Such a container must:

- ⇒ Be pre-packed in a self supporting non-returnable, tamperproof external packaging which encloses and covers such container completely;
- ⇒ Be equipped with a sealed tap which can be used in conjunction with the external packaging;
- ⇒ After filling not exceed the allowed oxygen permeability.

See regulation 41 of the Liquor Products Act 60 of 1989.

22.2 Indication of Filling date - BAG-IN-A-BOX

The filling date of a product as indicated on the label must consist of the expression “Filled on” or “Filling date” followed by the date in the format dd/mm/yyyy, on which the specific container was filled. If the filling runs over a couple of days - the initial date is used as the filling date on the

submission documentation even if the dates sprayed on the product are subsequent dates of one bottling run.

See regulation 38A of the Liquor Products Act of 1989.

22.3 Certification of wine packed in aseptic cartons, pouches and Bag-in-a-box

Period after organoleptic tasting of a final product within which administrative final submissions may be done

- ⇒ 2 Litre and smaller 6 months
- ⇒ 3 Litre and larger 9 months

22.4 Certification of wine in PET Bottles

The Wine and Spirit Board has now decided to permit the certification of natural wine (**not fortified wine**) in polyethylene terephthalate (PET) bottles of a capacity of not more than 1 litre.

These bottles must -

- ⇒ Be equipped with a sealed, tamper-proof cap;
- ⇒ Be new (refilling of used containers not allowed);
- ⇒ After filling, have an oxygen permeability not exceeding 0.06, expressed as cubic centimetres of oxygen and measured in a 24 hour period at a temperature of 23 degrees Celsius in an atmosphere with a relative humidity of 50 percent.

Each bottle shape and size desired to be used for certification, must be submitted to the board for approval. In principle, the board will only approve a traditional wine bottle shape.

Also remember that, as is the case for all non-glass containers, the filling date must be indicated on the bottle. This shall be indicated as “Filled on”, followed by the date, in the format dd/mm/yyyy, on which the container concerned was filled.

Certified wine in PET bottles intended for export must be exported within 90 days after the date of last sensorial approval.

23. PROCEDURE FOR CERTIFICATION OF SEALED KEGS FOR ON TAP WINES

- 23.1 The organization gives a once off written notice to Hugo van der Merwe at the Wine- and Spirit Board of the intention that kegs are going to be filled. The notice can be faxed to 021 8895823 or sent by e-mail to hugo@wsb.org.za or carin@sawis.co.za.
- 23.2 Application for seals is done by sending a BG 9 Admin to SAWIS. Take note that the correct size and type of container must be chosen on the Wine Online system (eg: Keg 20 litre)
- 23.3 Once the seals have been issued and received by the organisation, notice is given to the inspector involved of the date and time when the kegs will be filled.
- 23.4 On the date of the filling, before the inspectors visit, a BG9 Special Tariff must be completed on Wine Online. Take note that the filling date must be indicated on this BG9. The same filling date must be used throughout a particular filling even if the action spans more than 1 day. (The filling

date can be indicated in the “Date Bottled” heading on the wine online system.)

- 23.5 The inspector will visit the organization during the filling process, and will take 3 x 750ml samples from the tank(s) from which the filling is taking place, for the submission of the wine. In the event that there are multiple tanks concerned, the wine must be of a homogeneous blend.
- 23.6 During the rest of the filling process the organization must fill an additional 9 x 750ml samples. These samples must be identified with the filling date, tank number(s), description of the wine, WSB number and application number. These samples can be used for additional analysis, or for resubmission should the wine be rejected. The organization must keep these samples on its premises until the wine is finally approved. (Take note that the organization must supply the extra 9 bottles.)
- 23.7 During or after filling, the seals and labels are applied on the kegs.
- 23.8 When the whole process is finished, in other words filling, labelling and application of seals, a BG 11 Admin is completed on Wine Online and sent to SAWIS.
- 23.9 The kegs can be removed from the premises once the organization is in possession of a WSR4A certificate.
- 23.10 In the event where the total amount of kegs are not filled in one continuous process, the whole procedure starts from the beginning (paragraph 3 to 9) with a new filling date. The term “continuous process” means that the filling of the kegs will not be interrupted for longer than one working day.

BG 1

WINE AND SPIRIT BOARD

APPLICATION FOR AUTHORITY TO PRESS GRAPES WITH A VIEW TO THE PRODUCTION OF WINE INTENDED FOR CERTIFICATION
(Section 15 of the Wine of Origin Scheme)

(To be lodged with Certification Services, SAWIS, 312 Main Road/P O Box 238, PAARL, 7620, at least one month prior to the expected date on which the pressing of grapes concerned will commence)

Name of participant <i>Stellenbosch Vineyards</i>		SAWIS Producer No	Name and address of cellar in which wine is to be produced <i>Welmoed Cellar Stellenbosch</i>							
INDICATIONS UNDER WHICH WINE IS TO BE PRODUCED										
Name of de-fined production area	Estate wine	Full name of vine cultivar and / or type	Single vineyard wine Name and / or block number	IPW*	Vintage year	Own / Member grapes	Purchased grapes	Name of farm from which grapes are sourced	Farm number	Official use (W/S number)
<i>Stellenbosch</i>	<input type="checkbox"/>	<i>Sauvignon blanc</i>		<input type="checkbox"/>	<i>2003</i>	<input type="checkbox"/>	<input type="checkbox"/>			
<i>Stellenbosch</i>	<input type="checkbox"/>	<i>Colombar</i>		<input type="checkbox"/>	<i>2003</i>	<input type="checkbox"/>	<input type="checkbox"/>			
<i>Coastal</i>	<input type="checkbox"/>	<i>Chenin blanc</i>		<input type="checkbox"/>	<i>2003</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Mnr du Toit - Eike</i>	<i>02995A</i>	
<i>Coastal</i>	<input type="checkbox"/>	<i>Merlot</i>		<input type="checkbox"/>	<i>2003</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Mnr du Toit - Eike</i>	<i>02995A</i>	

***If you require an IPW card, mark this column. An additional cost will be charged for each IPW card requested, irrespective of the IPW status of the card.**

****If grapes are purchased full particulars must be furnished as requested. Buyer must ascertain whether SAWIS 1 return(s) of seller's farm(s) was submitted to SAWIS. If this form is not fully completed, and/or the SAWIS 1 return(s) concerned has not been submitted, the certification of the resultant wine could be endangered. The applicant must also ascertain that SAWIS 1 return(s) of his/her own farm(s) or of members' farm(s) has been submitted to SAWIS.**

If pressing together, indicate means of determining mass here:

I, the undersigned, declare that the information given above, is true and correct and hereby apply for authority to press grapes with a view to the production of the above-mentioned wine intended for certification under the indications stated above. I have ensured that the SAWIS 1 return(s) concerned was submitted.

.....
Signature of applicant
 ###

Name of contact person (print)

.....
Date

Telephone number
 #####

E-mail this document to BG1@sawis.co.za or fax to 086 559 0279

ANNEXURE 1B: BG3-application (Single vineyard wine)

WINE AND SPIRIT BOARD

APPLICATION FOR REGISTRATION OF A UNIT FOR THE PRODUCTION OF A SINGLE VINEYARD WINE

Submit a separate application for each unit

1. NAME AND POSTAL ADDRESS OF APPLICANT

.....
.....
.....
.....

TEL: FAX: E-MAIL:

2. UNIT (Maximum 6 ha)

Block name, if any	Block No.	Variety	Number of vines	Area Ha	SAWIS Farm No
Total hectare					

3. SKETCH PLAN

- Furnish SAWIS (cupidoj@sawis.co.za) with an electronic (compatible with a Geographical Information System database) sketch plan or orthophoto of the farm concerned on which all vineyard blocks are indicated and identified.
- If this is not possible, attach a sketch plan on which the required information is indicated.

4. PRODUCTION

- Production data of each unit for the past 3 years must be attached.

I, the undersigned, declare that the information given above, is true and correct.

.....
Date

.....
Applicant

FOR OFFICE USE

Approved

Rejected

.....
Date

.....
Signature

INQUIRIES:

Jackie Cupido, Tel: (021) 807 5704, Fax: 086 559 0276, E-mail: cupidoj@sawis.co.za

<p>WS. STAAT/RECORD</p> <p>1398</p>

REKORD VAN PRODUKSIE EN VOORRAAD VAN WYN GEPRODUSEER INGEVOLGE DIE BEPALINGS VAN DIE WYN VAN OORSPRONG-SKEMA INGESTEL KRAGTENS ARTIKEL 14 VAN DIE WET OP DRANKPRODUKTE, 1989 (WET 60 VAN 1989) EN GEPUBLISEER BY GOEWERMENTSKENNISGEWING NO. R 1434 VAN 29 JUNIE 1990

RECORD OF PRODUCTION AND STOCKS OF WINE PRODUCED IN TERMS OF THE WINE OF ORIGIN SCHEME ESTABLISHED UNDER SECTION 14 OF THE LIQUOR PRODUCTS ACT, 1989 (ACT 60 OF 1989) AND PUBLISHED BY GOVERNMENT NOTICE NO R 1434 OF 29 JUNE 1990

Naam en adres van instansie aan wie magtiging uitgereik is Name and address of person to whom authority is issued	
<i>Backsberg Trust</i>	
<i>P O Box 55</i>	
<i>Paarl</i>	
Sertifiseerbare aanduidings — Certifiable indications	
<i>1999 Paarl Sauvignon blanc</i>	
Datum uitgereik Date issued Namens Wyn- en Spiritusraad On behalf of Wine and Spirit Board

PRESSING CULTIVARS TOGETHER WITH RETENTION OF CULTIVAR CLAIMS

- 1 Application per BG1 must be lodged with Certification Services at least **30 DAYS** before the date expected to commence with the pressing of the grapes concerned. Cultivars which will be pressed together must be clearly indicated on the BG1 application.
- 2 The method of mass determination must be indicated on the BG1 application.
- 3 The cultivars which will be pressed together must also be clearly indicated on the WS record – see paragraph 3.2 of the manual.
- 4 Notice must be given at least **THREE (3) DAYS** before the commencement of the pressing of the grapes concerned.
- 5 The mass of the respective cultivars must be determined by way of weighing before pressing them together.
- 6 Particulars of the mass of each cultivar concerned must be noted on the press register during the course of each working day.
- 7 After completion or termination of the fermentation process in the wine and that wine has been removed from the lees, the volume and percentage ratio must be indicated on a BG6/WSR1 application for blending. Thereafter a WSB blending record shall be issued. The percentage ratio is calculated according to mass. For example, if 100 hectolitres of wine is made from 6 tons of Merlot pressed together with 4 tons of Pinotage, the percentage ratio in the wine will be 60% Merlot and 40% Pinotage.
- 8 Where cultivars are pressed together with the intention to only indicate the main cultivar on the label, the percentage ratio for that cultivar may not be less than 90%. (Where wine is blended it is 85 %). The same applies for EU countries.

Naam & adres / Name & address		WS No.		Beskrywing van wyn soos op W.S.-Staat / Description of wine as per W.S. Record								
1		2		3								
Datum gepars Date pressed	Druive geproduseer deur:- / Grapes produced by:-		No. van Plaas No. of Farm	No. van Skaalkaartjie No. of scale ticket	DRIUFCULTIVAR(indien meer as een varieteit) VINE CULTIVAR(if more than one variety)	Netto kilogram druiwe/mos ontvang Net kilograms grapes/must received	Balling	Afsaktenke Settling Tanks		Gistenke Fermenting Tanks		WYN/MOS GEMAAK (soos bepaal na gisting of by fortifisering) WINE/MUST/MADE (as determined after fermentation or at fortification)
	Naam van produsent Name of producer	Plaas waarop geproduseer Farm on which produced						Tenk No. Tank No.	Tenk No. Tank No.	Tenk No. Tank No.	Houer Containter No.	
4	5	6	7	8	9	10	11	12	13	14	15	
<u>PRESS REGISTER</u>												
The relevant particulars of the grapes concerned must be registered on the day which follows on the day on which pressing commenced. During the completion of the press register, the following entries are the minimum requirements to be completed.												
<ol style="list-style-type: none"> 1. Name and address of institution 2. WS number 3. Description of wine 4. Full date of pressing (dd/mm/yyyy) 5. Name of producer 6. Name of Farm on which produced 7. Number of farm 8. Number of scale ticket 9. Cultivars, if more than one variety 10. Kilogram 11. Degrees Balling 12. Settling tanks 13. Fermenting tanks 14. Final container after fermentation 15. Volume after fermentation, per container 												
<ul style="list-style-type: none"> ● If wine is removed, before determination of production by the inspectors, the container and litres concerned must be entered in column 14 and 15 in the press register. After fermentation, production must be indicated per tank and quantity of litres concerned in column 14 and 15. ● Press register pages or print-outs must be signed by participants on all pages . ● If a product (for example spirit, purchased grape juice concentrate and grape juice) is added, it must be deducted from the final litres during the calculation of the recovery. 												
<p>Ek, die ondergetekende, verklaar hierby dat die inligting hierbo verstrek, waar en juis is. I, the undersigned, hereby declare that the information given above, is true and correct</p> <p style="text-align: right;">..... Handtekening van gemagtigde persoon Signature of authorised person</p>												

NOBLE LATE HARVEST WINE

- The product shall be produced from must the sugar content of which immediately prior to fermentation is at least 28 degrees Balling.
- Such must shall not be dehydrated or otherwise concentrated.
- No sweetening agent shall be added to such must.
- An added pure culture of yeasts or bacteria shall not constitute more than five per cent of the volume of such must.
- No sweetening agent shall be added to the product.
- The product shall not contain added spirit.
- The residual sugar content of the product shall be more than 50,0 gram per litre.
- The product shall have a sugar-free extract of at least 30,0 gram per litre.
- The volatile acid content of the product shall not exceed 1,8 gram per litre.
- The product shall not also be perlé wine or one of the sparkling wines.
- The product may only be sold if it has been certified.

SPECIAL LATE HARVEST WINE

- The product shall be produced from must the sugar content of which immediately prior to fermentation is at least 22 degrees Balling.
- Grapes with a sugar content of less than 21 degrees Balling shall not be used to obtain such must.
- Such must shall not be dehydrated or otherwise concentrated.
- No sweetening agent shall be added to such must.
- An added pure culture of yeasts or bacteria shall not constitute more than five per cent of the volume of such must.
- No sweetening agent shall be added to the product.
- The alcohol content of the product shall be at least 11,0 per cent, but it shall not contain added spirit.
- The product shall have a sugar-free extract of at least 19,0 gram per litre.
- The product shall possess the character which is distinctive of wine produced from grapes which were harvested at the full-ripe stage.
- The product may only be sold if it has been certified.

WINE FROM NATURALLY DRIED GRAPES

- The product shall be produced from naturally dried grapes.
- No grapes shall be added to a batch of grapes undergoing drying, during or after the drying process.
- Only a pure culture of yeasts or bacteria may be added to the must of such a batch of dried grapes.
- An added pure culture of yeasts or bacteria shall not constitute more than five per cent of the volume of such must.
- No sweetening agent shall be added to the product.
- The product shall not contain added spirit.
- The residual sugar content of the product may exceed 30,0 gram per litre.
- The volatile acid content of the product shall not exceed 1,8 gram per litre.
- The total alcohol content (actual and potential) per volume of the product shall be at least 16,0 per cent.
- The product shall not be a special late harvest wine or a noble late harvest wine.
- The product may only be sold if it has been certified.

USE OF TOPPING WINE

Section 17(4) of the Wine of Origin Scheme determines that topping wine is solely to repair a loss in volume and not to increase the volume of the wine concerned.

If, for example, the production on a record is 80 000 litres (ST50) and there is a loss as a result of for instance evaporation, this loss may only be repaired to the original 80 000 litres and also only if it would be within the percentage allowed in terms of section 17(4)(c) (1% steel tanks and 3% cement tanks and vats per annum).

If ST 50 = 80 000 litres is, however, pumped to a tank with a capacity of 80 250 litres, the additional 250 litres (0,31%) required to fill the tank may only be added if an application for blending (BG6/WSR1) was lodged. It can not be regarded as topping wine because of the increase in volume.

Also note that a blending application can only be lodged in respect of wine under certification control, whilst in the case of topping wine (to make up a loss in volume) uncertified wine may also be used. This is, however, not the case for Blanc de Noir wine.

It is also of importance to know that topping-up usually happens in respect of one or more specific containers and that the topping percentage must be calculated on the volume of the container(s) concerned and not merely on the total daily balance of the WS or WSB record concerned.

IDENTIFICATION OF WINE IN VATS OR LOTS OF VATS

- Permanent numbers are affixed to vats.
- Vats are marked with ID seals.
- A card with the necessary information is attached to each vat with a thumbnail.
- Vats are stored in lots with stickers on the front vat or an ID card with the required information or a board on which the necessary information appears at the beginning of each row.
- Lots are numbered, with each lot having a wine or tank record on which type, vintage year and total litres is indicated.
- The floor of the store is divided into numbered areas. All information stored on computer.
- Lots are numbered and wines are stored in lots according to cultivars. The first vat of each lot is marked with the type, vintage year and WS or WSB number.
- Different types of wines are kept in different stores..

KENNISGEWING VAN BOTTELERING/NOTICE OF BOTTLING

Produsent/Producer: _____

Datum/Date: _____

WS nommer/WS number: _____

WSB nommer/WSB number: _____

Oesjaar/Vintage: _____

Oorsprong/Origin: _____

Kultivar/Cultivar: _____

Tenknommer(s)/Tank number(s): _____

Ander houers (bv vate)/Other containers (eg barrels): _____

Liter/Litre: _____

**Adres van perseel waar wyn gebottel gaan word/
Address of premises where wine will be bottled:** _____

Kennisgewing voltooi deur/Notice completed by:

Naam en van (drukskrif)/ _____

Name & surname (please print):

Telefoonnommer/Telephone number: _____

**Ek die ondergetekende, verklaar dat die inligting hierbo verstrek, waar en juis is./
I, the undersigned, declare hereby that the information furnished above, is true and correct.**

.....
HANDTEKENING/SIGNATURE

.....
DATUM/DATE

ANNEXURE 13A: WSB record (bottling)

Botteling of ontvangs van gebottelde wyn Bottling or receipt of bottled wine										
Datum Date	Ex Houer Container	SAWIS6 Nr. No.	Aanwendings Utilisations	Ex WS/ WSB No./ Nr.	Krat/ Crate Lot / Bin No. / Nr.	Grootte Capacity	Liter / Litre	Bottels / Bottles		Paraaf / Datum Initials / Date
								Verwyder Removed	Balans onge- etuketteerd Balance unlabelled	
25/11/98	T 1		Bottle	24537		750	75		100	
14/12/98			Final					100		
25/11/98	T 1		Bottle	24537		750	75		100	
14/12/98			Final					100		

ANNEXURE 14: BG5 - Transfer (Wine only)

WINE AND SPIRIT BOARD
NOTICE OF TRANSFER OF WINE AND/OR SEALS

BG5

Bottled wine only Bottled wine and seals Seals only

Date of transfer:	01/06/12		
Organisation from where transferred:	Backsberg Trust		
Organisation to be transferred to:	PBM		
Production area, cultivar and vintage of wine:	Paarl Cabernet Sauvignon 2011		
SAWIS 6 number:	08001		
EX WSB-number:	12345	BLN / INT / BOT no.	2
WSB-number wine will be received on:	54321		
Sparkling wine temporary closure (crown cap) date:	If applicable		
Sparkling wine final closure (cork, disgorgement) date:	If applicable		
Still wine bottling date:	20/02/2012		
Application number:	2012/12345		
Quantity and size of bottles:	400 bottles x 750 ml		
Last date submitted in bottle:	If applicable		

Has alcohol been removed from wine : **Details of seals transferred:** Yes No

Number range of seals:
Number of seals _____

Balance of seals that remain after labelling (*must be destroyed) (*must be returned to sender)
(Delete which not applicable)

Details of person who will be responsible for seals at the organisation receiving the wine:

Name and Surname:	
Telephone number:	

Details of person receiving seals:

Name and Surname:	
Signature:	

I, the undersigned, declare that the information furnished above, is true and correct.

Signature: _____ **Date:** _____
Contact person: _____ **Telephone number:** _____
Organisation from where transferred: E-mail address: _____ **Fax number:** _____
Organisation to be transferred to E-mail address: _____ **Fax number:** _____

E-mail this document to BG5@sawis.co.za or fax to 086 559 0283

ANNEXURE 14B: BG5 - Transfer (Wine and seals)

WINE AND SPIRIT BOARD
NOTICE OF TRANSFER OF WINE AND/OR SEALS

BG5

Bottled wine only Bottled wine and seals Seals only

Date of transfer:	01/06/12		
Organisation from where transferred:	Backsberg Trust		
Organisation to be transferred to:	PBM		
Production area, cultivar and vintage of wine:	Paarl Cabernet Sauvignon 2011		
SAWIS 6 number:	08001		
EX WSB-number:	12345	BLN / INT / BOT no.	2
WSB-number wine will be received on:	54321		
Sparkling wine temporary closure (crown cap) date:	If applicable		
Sparkling wine final closure (cork, disgorgement) date:	If applicable		
Still wine bottling date:	20/02/2012		
Application number:	2012/12345		
Quantity and size of bottles:	400 bottles x 750 ml		
Last date submitted in bottle:	If applicable		

Has alcohol been removed from wine : **Details of seals transferred:** Yes No

Number range of seals:
 Number of seals 400

Balance of seals that remain after labelling (*must be destroyed) (*must be returned to sender)
(Delete which not applicable)

Details of person who will be responsible for seals at the organisation receiving the wine:

Name and Surname:	
Telephone number:	

Details of person receiving seals:

Name and Surname:	
Signature:	

I, the undersigned, declare that the information furnished above, is true and correct.

Signature: _____ **Date:** _____
Contact person: _____ **Telephone number:** _____
Organisation from where transferred: E-mail address: _____ **Fax number:** _____
Organisation to be transferred to E-mail address: _____ **Fax number:** _____

E-mail this document to BG5@sawis.co.za or fax to 086 559 0283

ANNEXURE 14B: BG5 - Transfer (Seals only)

WINE AND SPIRIT BOARD
NOTICE OF TRANSFER OF WINE AND/OR SEALS

BG5

Bottled wine only Bottled wine and seals Seals only

Date of transfer:	01/06/12		
Organisation from where transferred:	Backsberg Trust		
Organisation to be transferred to:	PBM		
Production area, cultivar and vintage of wine:	Paarl Cabernet Sauvignon 2011		
SAWIS 6 number:	08001		
EX WSB-number:	12345	BLN / INT / BOT no.	2
WSB-number wine will be received on:	54321		
Sparkling wine temporary closure (crown cap) date:			
Sparkling wine final closure (cork, disgorgement) date:			
Still wine bottling date:	20/02/2012		
Application number:	2012/12345		
Quantity and size of bottles:			
Last date submitted in bottle:			

Has alcohol been removed from wine : **Details of seals transferred:** Yes No

Number range of seals:
Number of seals 400

Balance of seals that remain after labelling (*must be destroyed) (*must be returned to sender)
(Delete which not applicable)

Details of person who will be responsible for seals at the organisation receiving the wine:

Name and Surname:	
Telephone number:	

Details of person receiving seals:

Name and Surname:	
Signature:	

I, the undersigned, declare that the information furnished above, is true and correct.

Signature: _____ **Date:** _____

Contact person: _____ **Telephone number:** _____

Organisation from where transferred: E-mail address: _____ **Fax number:** _____

Organisation to be transferred to E-mail address: _____ **Fax number:** _____

E-mail this document to BG5@sawis.co.za or fax to 086 559 0283

WINE AND SPIRIT BOARD										BG 9
NAME AND ADDRESS OF APPLICANT:						FOR OFFICIAL USE				
<i>Backsberg</i>						CERTIFICATE NUMBER				
<i>P O Box 55</i>						APPLICATION NUMBER				
<i>PAARL</i>						SUBMISSION NUMBER				
						DATE TO BE SUBMITTED				
SUBMISSION TYPE										
ADMIN	WITH SAMPLES	SPECIAL TARIFF	ADDITIONAL SEALS	RESUBMISSION		EBIS		SINGLE VINEYARD		
				BOARD	REPRESENTATION	YES	NO	YES	NO	
<i>X</i>										
WS-/WSB-NUMBER BULK		TANK NUMBER		WSB-NUMBER IF ALLOCATED		DATE BOTTLED		LITERS		
<i>23456</i>		<i>T 10</i>				<i>Will give notice</i>		<i>25 000</i>		
ADDRESS OF PREMISES WHERE WINE WILL BE BOTTLED:						DELIVERY ADDRESS OF SEALS:				
TRADE NAME OF WINE:										
PARTICULARS OF INDICATIONS OR CLAIMS AS INDICATED ON LABELS						ADDITIONAL LAB PARTICULARS				
						LAB REQUEST NUMBER:				
VINTAGE		<i>1998</i>		PRODUCT CLASS						
ESTATE		<i>Backsberg</i>		ADDITIONAL LAB ANALYSIS						
PRODUCTION AREA		<i>Paarl</i>		COUNTRY OF EXPORT						
VARIETAL(S)		<i>Chenin Blanc</i>		100%		LABEL ALCOHOL		CRATE NUMBER:		
				%		PACK OF SAMPLE				
TYPE OF PRODUCT				SEAL INFORMATION						
IPW SEALS REQUIRED		YES <input type="checkbox"/> NO <input type="checkbox"/>		ASCORBIC ACID ADDED		YES <input type="checkbox"/> NO <input type="checkbox"/>		ALCOHOL REMOVED		YES <input type="checkbox"/> NO <input type="checkbox"/>
PACK TYPE	NUMBER OF SEALS REQUIRED	FOR OFFICIAL USE								
		SEALS ALLOCATED								
<i>750 ml</i>	<i>33 333</i>									
I, the undersigned, declare that the information furnished above, is true and correct and hereby apply for provisional approval of the above-mentioned wine.										
..... SIGNATURE OF APPLICANT					 SIGNATURE OF INSPECTOR				
..... DATE					 TELEPHONE NUMBER		 CONTACT PERSON	
SENSORIAL EVALUATION										
WINE EVALUATION COMMITTEE			TECHNICAL COMMITTEE				FINAL RESULT			
GREEN			GREEN				APPROVED			
							REJECTED			
RED			RED				RESUBMISSION			
..... DATE					 SIGNATURE				

ANNEXURE 16: BG9 – Administrative in bottles

WINE AND SPIRIT BOARD BG 9									
NAME AND ADDRESS OF APPLICANT:					FOR OFFICIAL USE				
<i>Backsberg</i>					CERTIFICATE NUMBER				
<i>P O Box 55</i>					APPLICATION NUMBER				
<i>PAARL</i>					SUBMISSION NUMBER				
					DATE TO BE SUBMITTED				
SUBMISSION TYPE									
ADMIN	WITH SAMPLES	SPECIAL TARIFF	ADDITIONAL SEALS	RESUBMISSION		EBIS		SINGLE VINEYARD	
				BOARD	REPRESENTATION				
<i>X</i>						YES	NO	YES	NO
WS-/WSB-NUMBER BULK		TANK NUMBER		WSB-NUMBER IF ALLOCATED		DATE BOTTLED		LITERS	
				<i>45678</i>		<i>01/11/99</i>		<i>15 075</i>	
ADDRESS OF PREMISES WHERE WINE WILL BE BOTTLED:					DELIVERY ADDRESS OF SEALS:				
TRADE NAME OF WINE:									
PARTICULARS OF INDICATIONS OR CLAIMS AS INDICATED ON LABELS				ADDITIONAL LAB PARTICULARS					
				LAB REQUEST NUMBER:					
VINTAGE		<i>1998</i>		PRODUCT CLASS					
ESTATE		<i>Backsberg</i>		ADDITIONAL LAB ANALYSIS					
PRODUCTION AREA		<i>Paarl</i>		COUNTRY OF EXPORT					
VARIETAL(S)		<i>Chenin Blanc</i>		<i>100</i>		LABEL ALCOHOL		CRATE NUMBER:	
				%		PACK OF SAMPLE			
TYPE OF PRODUCT				SEAL INFORMATION					
IPW SEALS REQUIRED		YES <input type="checkbox"/> NO <input type="checkbox"/>		ASCORBIC ACID ADDED		YES <input type="checkbox"/> NO <input type="checkbox"/>		ALCOHOL REMOVED YES <input type="checkbox"/> NO <input type="checkbox"/>	
PACK TYPE	NUMBER OF SEALS REQUIRED	FOR OFFICIAL USE							
		SEALS ALLOCATED							
<i>750 ml</i>	<i>20 100</i>								
I, the undersigned, declare that the information furnished above, is true and correct and hereby apply for provisional approval of the above-mentioned wine.									
..... SIGNATURE OF APPLICANT				 SIGNATURE OF INSPECTOR				
..... DATE		 TELEPHONE NUMBER		 CONTACT PERSON			
SENSORIAL EVALUATION									
WINE EVALUATION COMMITTEE			TECHNICAL COMMITTEE			FINAL RESULT			
GREEN			GREEN			APPROVED			
						REJECTED			
RED			RED			RESUBMISSION			
..... DATE				 SIGNATURE				

Besonderhede van voorlopige voorlegging en seëls toegeken Particulars of provisional submission and seals allocated												
Datum voorgelê Date submitted	Uit houër nr. From container no.	Liter Litre	Aantal bottels Number of bottles	Met monst'ers With samples	Admin voorlopig Admin Sub-mission	Admin gefaks Admin faxed	Uitslag Result	Aansoek nr. Application no.	Aantal seëls toegeken Quantity seals allocated	Kodereeks van seëls toegeken Code series of seals allocated	Verval datum Expiry date	Paraaf Initial
2/12/98		75	100	X				98/5902	100	0643		
<i>Normal bottle provisional submission</i>												
<i>Bottle admin submission</i>												
2/12/98		75	100		X	X		98/5903	100	0644		
<i>Final Bulk export</i>												
20/11/98	T 4	50 000						98/2002				
<i>Bulk provisional submission</i>												
2/12/98	T 1	75	100	X				98/5904	100	0645		
<i>Bulk admin submission</i>												
2/12/98	T 1	75			X	X		98/5906	100	0646		

ANNEXURE 18: BG9 – Normal in bulk

WINE AND SPIRIT BOARD BG 9										
NAME AND ADDRESS OF APPLICANT:					FOR OFFICIAL USE					
<i>Backsberg</i>					CERTIFICATE NUMBER					
<i>P O Box 55</i>					APPLICATION NUMBER					
<i>PAARL</i>					SUBMISSION NUMBER					
					DATE TO BE SUBMITTED		<i>02/12/98</i>			
SUBMISSION TYPE										
ADMIN	WITH SAMPLES	SPECIAL TARIFF	ADDITIONAL SEALS	RESUBMISSION		EBIS		SINGLE VINEYARD		
				BOARD	REPRESENTATION	YES	NO	YES	NO	
	<i>X</i>									
WS-/WSB-NUMBER BULK		TANK NUMBER		WSB-NUMBER IF ALLOCATED		DATE BOTTLED		LITERS		
				<i>45678</i>		<i>01/11/99</i>		<i>15 075</i>		
ADDRESS OF PREMISES WHERE WINE WILL BE BOTTLED:					DELIVERY ADDRESS OF SEALS:					
<i>Backsberg Estate</i>										
<i>Mont Disa Chenin Blanc</i>										
TRADE NAME OF WINE:										
PARTICULARS OF INDICATIONS OR CLAIMS AS INDICATED ON LABELS				ADDITIONAL LAB PARTICULARS						
				LAB REQUEST NUMBER:						
VINTAGE		<i>1998</i>		PRODUCT CLASS						
ESTATE		<i>Backsberg</i>		ADDITIONAL LAB ANALYSIS						
PRODUCTION AREA		<i>Paarl</i>		COUNTRY OF EXPORT						
VARIETAL(S)		<i>Chenin Blanc</i>	<i>100%</i>	LABEL ALCOHOL			CRATE NUMBER:			
			%	PACK OF SAMPLE						
TYPE OF PRODUCT				SEAL INFORMATION						
IPW SEALS REQUIRED		YES <input type="checkbox"/> NO <input type="checkbox"/>		ASCORBIC ACID ADDED		YES <input type="checkbox"/> NO <input type="checkbox"/>		ALCOHOL REMOVED		YES <input type="checkbox"/> NO <input type="checkbox"/>
PACK TYPE	NUMBER OF SEALS REQUIRED	FOR OFFICIAL USE								
		SEALS ALLOCATED								
<i>750 ml</i>	<i>33 333</i>									
I, the undersigned, declare that the information furnished above, is true and correct and hereby apply for provisional approval of the above mentioned wine.										
..... SIGNATURE OF APPLICANT				 SIGNATURE OF INSPECTOR					
..... DATE		 TELEPHONE NUMBER		 CONTACT PERSON				
SENSORIAL EVALUATION										
WINE EVALUATION COMMITTEE			TECHNICAL COMMITTEE			FINAL RESULT				
GREEN			GREEN			APPROVED				
						REJECTED				
RED			RED			RESUBMISSION				
..... DATE				 SIGNATURE					

WINE AND SPIRIT BOARD										BG 9
NAME AND ADDRESS OF APPLICANT:							FOR OFFICIAL USE			
<i>Backsberg</i>							CERTIFICATE NUMBER			
<i>P O Box 55</i>							APPLICATION NUMBER			
<i>PAARL</i>							SUBMISSION NUMBER			
							DATE TO BE SUBMITTED		<i>02/12/99</i>	
SUBMISSION TYPE										
ADMIN	WITH SAMPLES	SPECIAL TARIFF	ADDITIONAL SEALS	RESUBMISSION		EBIS		SINGLE VINEYARD		
				BOARD	REPRESENTATION	YES	NO	YES	NO	
	<i>X</i>									
WS-/WSB-NUMBER BULK			TANK NUMBER	WSB-NUMBER IF ALLOCATED		DATE BOTTLED		LITERS		
				<i>45678</i>		<i>01/11/99</i>		<i>15 075</i>		
ADDRESS OF PREMISES WHERE WINE WILL BE BOTTLED:						DELIVERY ADDRESS OF SEALS:				
<i>Backsberg Estate</i>										
<i>Mont Disa Chenin Blanc</i>										
TRADE NAME OF WINE:										
PARTICULARS OF INDICATIONS OR CLAIMS AS INDICATED ON LABELS					ADDITIONAL LAB PARTICULARS					
					LAB REQUEST NUMBER:					
VINTAGE		<i>1998</i>			PRODUCT CLASS					
ESTATE		<i>Backsberg</i>			ADDITIONAL LAB ANALYSIS					
PRODUCTION AREA		<i>Paarl</i>			COUNTRY OF EXPORT					
VARIETAL(S)		<i>Chenin Blanc</i>		<i>100%</i>		LABEL ALCOHOL		CRATE NUMBER:		
						PACK OF SAMPLE				
TYPE OF PRODUCT				SEAL INFORMATION						
IPW SEALS REQUIRED		YES <input type="checkbox"/>	NO <input type="checkbox"/>	ASCORBIC ACID ADDED		YES	NO	ALCOHOL	YES	NO
PACK TYPE	NUMBER OF SEALS REQUIRED	FOR OFFICIAL USE								
		SEALS ALLOCATED								
<i>750 ml</i>	<i>20 100</i>									
I, the undersigned, declare that the information furnished above, is true and correct and hereby apply for provisional approval of the above-mentioned wine.										
SIGNATURE OF APPLICANT						SIGNATURE OF INSPECTOR				
DATE						TELEPHONE NUMBER			CONTACT PERSON	
SENSORIAL EVALUATION										
WINE EVALUATION COMMITTEE			TECHNICAL COMMITTEE				FINAL RESULT			
GREEN			GREEN				APPROVED			
							REJECTED			
RED			RED				RESUBMISSION			
DATE						SIGNATURE				

WINE AND SPIRIT BOARD

BG 9

NAME AND ADDRESS OF APPLICANT:				FOR OFFICIAL USE			
<i>Backsberg</i>				CERTIFICATE NUMBER			
<i>P O Box 55</i>				APPLICATION NUMBER			
<i>PAARL</i>				SUBMISSION NUMBER			
				DATE TO BE SUBMITTED		<i>02/12/98</i>	

SUBMISSION TYPE									
ADMIN	WITH SAMPLES	SPECIAL TARIFF	ADDITIONAL SEALS	RESUBMISSION		EBIS		SINGLE VINEYARD	
				BOARD	REPRESENTATION	YES	NO	YES	NO
		<i>X</i>							
WS-/WSB-NUMBER BULK		TANK NUMBER		WSB-NUMBER IF ALLOCATED		DATE BOTTLED		LITERS	
				<i>45678</i>		<i>01/11/98</i>		<i>15 075</i>	

ADDRESS OF PREMISES WHERE WINE WILL BE BOTTLED:					DELIVERY ADDRESS OF SEALS:				

TRADE NAME OF WINE:

PARTICULARS OF INDICATIONS OR CLAIMS AS INDICATED ON LABELS				ADDITIONAL LAB PARTICULARS					
				LAB REQUEST NUMBER:					
VINTAGE	<i>1998</i>			PRODUCT CLASS					
ESTATE	<i>Backsberg</i>			ADDITIONAL LAB ANALYSIS					
PRODUCTION AREA	<i>Paarl</i>			COUNTRY OF EXPORT					
VARIETAL(S)	<i>Chenin Blanc</i>	<i>100%</i>		LABEL ALCOHOL		CRATE NUMBER:			
		%		PACK OF SAMPLE					
TYPE OF PRODUCT				SEAL INFORMATION					
IPW SEALS REQUIRED	YES <input type="checkbox"/>	NO <input type="checkbox"/>		ASCORBIC ACID ADDED	YES <input type="checkbox"/>	NO <input type="checkbox"/>	ALCOHOL	YES <input type="checkbox"/>	NO <input type="checkbox"/>

PACK TYPE	NUMBER OF SEALS REQUIRED	FOR OFFICIAL USE			
		SEALS ALLOCATED			
<i>750 ml</i>	<i>20 100</i>				

I, the undersigned, declare that the information furnished above, is true and correct and hereby apply for provisional approval of the above-mentioned wine.

.....		
SIGNATURE OF APPLICANT		SIGNATURE OF INSPECTOR	
.....		
DATE	TELEPHONE NUMBER	CONTACT PERSON	

SENSORIAL EVALUATION					
WINE EVALUATION COMMITTEE		TECHNICAL COMMITTEE		FINAL RESULT	
GREEN		GREEN		APPROVED	
				REJECTED	
RED		RED		RESUBMISSION	

.....		
DATE		SIGNATURE	

**NOTICES FOR PROVISIONAL AND FINAL SUBMISSIONS WITH SAMPLES
OFFICIAL TASTING SESSIONS ARE SCHEDULED FOR TUESDAY, WEDNESDAY AND FRIDAY
ANY OTHER DAY IS A SPECIAL TASTING SESSION AND MUST BE ARRANGED BEFOREHAND.
NB: APPLIES TOT ALL WINE EXCEPT WINE FOR ROBERTSON, STELLENBOSCH, WORCESTER,
PAARL AND OLIFANTS RIVER DECENTRALIZED TASTINGS**

NOTICE IS RECEIVED:

1.	Before Thursday 16:30 for tasting on Tuesday or Wednesday.	Normal notice. No additional monies payable.
2.	Before Thursday 16:30 for tasting on Wednesday, but with request that: (A) Sample be taken on Monday; or (B) Sample be taking on Tuesday	(A) Normal notice. No additional monies payable. (B) Normal notice. ~ sample must be ready by Tuesday 08:00 if not ready but later the same day R300 per submission. If after hours R400 or wait for next normal cycle, then no additional monies payable
3.	Before Thursday 16:30 for tasting on Tuesday, but with request that sample be taken on Monday.	Normal notice. ~ sample must be ready by Monday 08:00 if not ready but later the same day R300 per submission. If after hours R400 or wait for next normal cycle, then no additional monies payable
4.	Thursday 16:30 to Friday 16:30 for tasting on Wednesday.	Normal notice. No additional monies payable.
5.	Thursday 16:30 to Friday 16:30 for tasting on Wednesday, but with the request that sample be taken on Tuesday.	Normal notice. ~ sample must be ready by Tuesday 08:00 if not ready but later the same day R300 per submission. If after hours R400 or wait for next normal cycle, then no additional monies payable
6.	Thursday 16:30 to Friday 16:30 for tasting on Tuesday.	Normal notice. ~ sample must be ready by Monday 08:00 if not ready but later the same day R300 per submission. If after hours R400 or wait for next normal cycle, then no additional monies payable
7. (A)	Friday 16:30 to Monday 12:00 for tasting on Tuesday	Special application. Tariff of R300 per submission applies.
7. (B)	Monday 12:00 to Monday 24:00 for tasting on Tuesday.	After hours application. Tariff of R400 per submission applies, except if inspector can deliver the sample to administration before 16:00 on Monday ~ then special tariff applies.
8. (A)	Friday 16:30 to Monday 16:30 for tasting on Wednesday.	Normal notice. ~ no additional monies payable. Sample must be ready by Tuesday 08:00 if not ready but later the same day R300 per submission. If after hours R400 or wait for next normal cycle, then no additional monies payable
8. (B)	Monday 16:30 to Tuesday 12:00 for tasting on Wednesday.	Tariff of R300 per submission applies, except if inspector can deliver the sample to administration before 16:00 on Tuesday. If after hours R400 or wait for next normal cycle, then no additional monies payable
8. (C)	Tuesday 12:00 to Tuesday 24: 00 for tasting on Wednesday.	After hours application. Tariff of R400 per submission applies, except if inspector can deliver the sample to administration before 16:00 on Tuesday ~ then special tariff applies.
9. (A)	Monday 08:00 to Wednesday 16:30 for tasting on Friday.	Normal notice. ~ no additional monies payable. Sample must be ready by Thursday 08:00.
9. (B)	Wednesday 16:30 to Thursday 12:00 for tasting on Friday.	Tariff of R300 per submission applies, except if inspector can deliver the sample to administration before 16:00 on Thursday. If after hours R400 or wait for next normal cycle, then no additional monies payable
9. (C)	Thursday 12:00 to Thursday 24:00 for tasting on Friday.	After hours application. Tariff of R400 per submission applies, except if inspector can deliver the sample to administration before 16:00 on Thursday ~ then special tariff of R300 applies.

IMPORTANT

The above is subject thereto that the notice periods are strictly adhered to. If there is acted outside the normal notice periods, the inspector must be able to deliver the samples and documentation concerned to administration at the latest on 16:00 of the cut-off day. If this is not possible, the wine shall be inspected and sampled at a later stage as a short notice, special application or after hours-application, as the case may be. Except, naturally, if you want to wait for next normal cycle.

In the case of after hours-applications, notice may also be given after 24:00 if you have such a mutual arrangement with the inspector concerned.

**NOTICES FOR PROVISIONAL AND FINAL SUBMISSIONS WITH SAMPLES
FOR PAARL AND STELLENBOSCH DECENTRALISED TASTING**
OFFICIAL TASTING SESSIONS ARE SCHEDULED FOR TUESDAY AND FRIDAY
ANY OTHER DAY IS A SPECIAL TASTING SESSION AND MUST BE ARRANGED BEFOREHAND

NOTICE IS RECEIVED:

1.	Before Thursday 16:30 for tasting on Tuesday .	Normal notice. No additional monies payable.
2.	Before Thursday 16:30 for tasting on Tuesday but with request that sample be taken on Monday	Normal notice. ~ sample must be ready by Monday 08:00 if not ready but later the same day R300 per submission. If after hours R400 or wait for next normal cycle, then no additional monies payable
3.	Thursday 16:30 to Friday 16:30 for tasting on Tuesday.	Normal notice ~ no additional monies payable. Sample must be ready by Monday 08:00 if not ready by Monday 08:00 see P2.
4. (A)	Friday 16:30 to Monday 12:00 for tasting on Tuesday	Special application. Tariff of R300 per submission applies
(B)	Monday 12:00 to Monday 24:00 for tasting on Tuesday.	After hours application. Tariff of R400 per submission applies, except if inspector can deliver the sample to administration before 16:00 on Monday ~ then special tariff of R300 applies.
5. (A)	Monday 08:00 to Wednesday 16:30 for tasting on Friday.	Normal notice. ~ sample must be ready by Thursday 08:00. If not ready that same day R300 per submission. If after hours R400 per submission or wait for next normal cycle.
(B)	Wednesday 16:30 to Thursday 12:00 for tasting on Friday.	Tariff of R300 per submission applies, except if the inspector can deliver the sample to administration before 16:00 on Thursday. If after hours R400 per submission or wait for next normal cycle, then no additional monies payable.
6.	Thursday 12:00 to Thursday 24:00 for tasting on Friday	After hours application. Tariff of R400 per submission applies, except if inspector can deliver the sample to administration before 16:30 on Tuesday ~ then special tariff of R300 per submission applies.

IMPORTANT

The above is subject thereto that the notice periods are strictly adhered to. If there is acted outside the normal notice periods, the inspector must be able to deliver the samples and documentation concerned to administration at the latest on 16:00 of the cut-off day. If this is not possible, the wine shall be inspected and sampled at a later stage as a short notice, special application or after hours-application, as the case may be. Except, naturally, if you want to wait for next normal cycle.

In the case of after hours-applications, notice may also be given after 24:00 if you have such a mutual arrangement with the inspector concerned.

**NOTICES FOR PROVISIONAL AND FINAL SUBMISSIONS WITH SAMPLES
FOR ROBERTSON, BREEDEKLOOF AND WORCESTER DECENTRALISED TASTING
OFFICIAL TASTING SESSIONS ARE SCHEDULE FOR TUESDAY AND THURSDAY
ANY OTHER DAY IS A SPECIAL TASTING SESSION AND MUST BE ARRANGED BEFOREHAND.**

NOTICE IS RECEIVED:

1.	Before Thursday 16:30 for tasting on Tuesday.	Normal Notice. No additional monies payable.
2.	Before Thursday 16:30 for tasting on Tuesday, but with request that sample be taken on Monday.	Normal Notice. ~ sample must be ready by Tuesday 08:00 if not ready but later the same day R300 per submission. If after hours R400 or wait for next normal cycle, then no additional monies payable
3.	Thursday 16:30 to Friday 16:30 for tasting on Tuesday.	Normal Notice ~ sample must be ready by Monday 08:00. if not ready by Monday 08:00 see P2.
4. (A) (B)	Friday 16:30 to Monday 12:00 for tasting on Tuesday. Monday 12:00 to Monday 24:00 for tasting on Tuesday.	Special application. Tariff of R300 per submission applies After hours application. Tariff of R400 per submission applies, except if inspector can deliver the sample to administration before 16:30 on Monday ~ then special tariff of R300 applies.
5. (A) (B)	Monday 08:00 to Tuesday 16:30 for tasting on Thursday. Tuesday 16:30 to Wednesday 12:00 for tasting on Thursday.	Normal Notice. ~ no additional monies payable ~ Sample must be ready by Wednesday 08:00 if not ready but later the same day R300 per submission. If after hours R400 or wait for next normal cycle, then no additional monies payable. Tariff of R300 per submission applies, except if inspector can deliver the sample to administration before 16:30 on Thursday. If after hours R400 per submission or wait for next normal cycle, then no additional monies payable
6.	Wednesday 12:00 to Wednesday 24:00 for tasting on Thursday.	After hours application. Tariff of R400 per submission applies, except if inspector can deliver the sample to administration before 16:30 on Wednesday ~ then special tariff of R300 applies.

IMPORTANT

The above is subject thereto that the notice periods are strictly adhered to. If there is acted outside the normal notice periods, the inspector must be able to deliver the samples and documentation concerned to administration at the latest on 16:00 of the cut-off day. If this is not possible, the wine shall be inspected and sampled at a later stage as a short notice, special application or after hours-application, as the case may be. Except, naturally, if you want to wait for next normal cycle.

In the case of after hours-applications, notice may also be given after 24:00 if you have such a mutual arrangement with the inspector concerned.

**NOTICES FOR PROVISIONAL AND FINAL SUBMISSIONS WITH SAMPLES
FOR OLIFANTS RIVER DECENTRALISED TASTING
OFFICIAL TASTING SESSIONS ARE SCHEDULE FOR TUESDAY AND FRIDAY.**

NOTICE IS RECEIVED:

1.	Before Friday 12:00 for tasting on Tuesday, but with request that sample be taken on Monday.	Normal Notice. ~ sample must be ready by Monday 08:00 if not ready but later the same day R300 per submission. If after hours R400 or wait for next normal cycle, then no additional monies payable
2. (A)	Friday 12:00 to Monday 12:00 for tasting on Tuesday.	Special application. Tariff of R300 per submission applies
(B)	Monday 12:00 to Monday 24:00 for tasting on Tuesday.	After hours application. Tariff of R400 per submission applies, except if inspector can deliver the sample to administration before 16:30 on Monday ~ then special tariff of R300 applies.
3. (A)	Monday 08:00 to Wednesday 12:00 for tasting on Friday.	Normal Notice. ~ no additional monies payable ~ Sample must be ready by Thursday 08:00 if not ready but later the same day R300 per submission. If after hours R400 or wait for next normal cycle, then no additional monies payable.
(B)	Wednesday 12:00 to Thursday 12:00 for tasting on Friday.	Tariff of R300 per submission applies, except if inspector can deliver the sample to administration before 16:30 on Thursday. If after hours R400 per submission or wait for next normal cycle, then no additional monies payable
4.	Thursday 12:00 to Thursday 24:00 for tasting on Friday.	After hours application. Tariff of R400 per submission applies, except if inspector can deliver the sample to administration before 16:30 on Thursday ~ then special tariff of R300 applies.

NB: All samples drawn outside the region on Mondays and Thursdays, shall be presented for tasting on the first ensuing tasting date.

IMPORTANT

The above is subject thereto that the notice periods are strictly adhered to. If there is acted outside the normal notice periods, the inspector must be able to deliver the samples and documentation concerned to administration at the latest on 16:00 of the cut-off day. If this is not possible, the wine shall be inspected and sampled at a later stage as a short notice, special application or after hours-application, as the case may be. Except, naturally, if you want to wait for next normal cycle.

In the case of after hours-applications, notice may also be given after 24:00 if you have such a mutual arrangement with the inspector concerned.

WINE AND SPIRIT BOARD							BG 11			
Application for the final approval of wine										
<i>One example of each main, back and neck label inder which wine is to be sold, must be attached hereto</i>										
NAME AND ADDRESS OF APPLICANT:					FOR OFFICIAL USE					
<i>Backsberg Trust</i>					CERTIFICATE NUMBER					
<i>P O Box 55</i>					SUBMISSION NUMBER					
<i>PAARL</i>					LAST SENSORIAL SUBMISSION		<i>29/10/98</i>			
					DATE TO BE SUBMITTED					
SUBMISSION TYPE										
ADMIN	WITH SAMPLES	BULK	RESUBMISSION		EBIS		SINGLE VINEYARD			
			BOARD	REPRESENTATION	YES	NO	YES	NO		
<i>X</i>										
WSB NUMBER	APPLICATION NUMBER	TANK NUMBER	DATE BOTTLED	BALANCE OF BOTTLING LOT	CAPACITY OF CONTAINERS	LITRES OF SUBMISSION				
<i>47627</i>	<i>98/5896</i>		<i>20/10/98</i>	<i>3 150</i>	<i>750</i>	<i>37,5</i>				
TRADE NAME OF WINE: <i>Mount Disa Cabernet sauvignon</i>										
PARTICULARS OF INDICATIONS OR CLAIMS AS INDICATED ON LABEL				ADDITIONAL LAB PARTICULARS						
VINTAGE				LAB REQUEST NUMBER:						
<i>1998</i>				PRODUCTION CLASS						
ESTATE				ADDITIONAL LAB ANALYSIS						
PRODUCTION AREA				COUNTRY OF EXPORT						
VARIETAL(S)				% LABEL ALCOHOL:		CRATE NUMBER:				
<i>Cabernet sauvignon</i>										
TYPE OF PRODUCT				SEAL INFORMATION						
<i>Dry Red</i>				ASCORBIC ACID ADDED		YES	NO	ALCOHOL REMOVED	YES	NO
PARTICULARS OF SEALS				NUMBER SERIES OF SEALS USED						
NUMBER OF SEALS AFFIXED TO BOTTLES		<i>50</i>	<i>0648</i>	:	<i>1</i>	-	<i>52</i>			
NUMBER OF SEALS SPOILED		<i>2</i>								
SEALS IN STOCK AT THE PRODUCER		<i>3 148</i>								
SEALS RETURNED FOR DISPOSAL		<i>0</i>								
TOTAL		<i>3 200</i>								
I, the undersigned, hereby apply for final approval of wine as set out above and declare that-										
(a) the information given above, is true and correct;										
(b) the total quantity of wine indicated above, is still in my possession and will not be removed from the premises until final approval has taken place and has been confirmed; and										
(c) the label(s) concerned comply with the appropriate requirements set out in section 23 and 24 of the Wine of Origin Scheme and the use thereof has been approved by the Board.										
SIGNATURE OF APPLICANT					SIGNATURE OF INSPECTOR					
DATE					TELEPHONE NUMBER		CONTACT PERSON			
FOR OFFICIAL USE										
SENSORIAL EVALUATION										
WINE EVALUATION COMMITTEE			TECHNICAL COMMITTEE			FINAL RESULT				
GREEN			GREEN			APPROVED				
						REJECTED				
RED			RED			RESUBMISSION				

WINE AND SPIRIT BOARD							BG 11			
Application for the final approval of wine										
<i>One example of each main, back and neck label inder which wine is to be sold, must be attached hereto</i>										
NAME AND ADDRESS OF APPLICANT:					FOR OFFICIAL USE					
<i>Backsberg Trust</i>					CERTIFICATE NUMBER					
<i>P O Box 55</i>					SUBMISSION NUMBER					
<i>PAARL</i>					LAST SENSORIAL SUBMISSION					
					DATE TO BE SUBMITTED		<i>02/12/98</i>			
SUBMISSION TYPE										
ADMIN	WITH SAMPLES	BULK	RESUBMISSION		EBIS		SINGLE VINEYARD			
			BOARD	REPRESENTATION	YES	NO	YES	NO		
	<i>X</i>									
WSB NUMBER	APPLICATION NUMBER	TANK NUMBER	DATE BOTTLED	BALANCE OF BOTTLING LOT	CAPACITY OF CONTAINERS	LITRES OF SUBMISSION				
<i>47650</i>	<i>98/5820</i>		<i>14/11/98</i>	<i>26</i>	<i>750</i>	<i>18</i>				
TRADE NAME OF WINE: <i>Mount Disa Chenin Blanc</i>										
PARTICULARS OF INDICATIONS OR CLAIMS AS INDICATED ON LABEL				ADDITIONAL LAB PARTICULARS						
VINTAGE				LAB REQUEST NUMBER:						
<i>1998</i>				PRODUCTION CLASS						
ESTATE				ADDITIONAL LAB ANALYSIS						
PRODUCTION AREA				COUNTRY OF EXPORT						
VARIETAL(S)				% LABEL ALCOHOL:		CRATE NUMBER:				
<i>Chenin Blanc</i>										
TYPE OF PRODUCT				SEAL INFORMATION						
<i>Dry White</i>				ASCORBIC ACID ADDED		YES	NO	ALCOHOL REMOVED	YES	NO
PARTICULARS OF SEALS				NUMBER SERIES OF SEALS USED						
NUMBER OF SEALS AFFIXED TO BOTTLES		<i>24</i>	<i>0626</i>	:	<i>650</i>	-	<i>673</i>			
NUMBER OF SEALS SPOILED		<i>0</i>								
SEALS IN STOCK AT THE PRODUCER		<i>26</i>								
SEALS RETURNED FOR DISPOSAL		<i>0</i>								
TOTAL		<i>50</i>								
I, the undersigned, hereby apply for final approval of wine as set out above and declare that-										
(a) the information given above, is true and correct;										
(b) the total quantity of wine indicated above, is still in my possession and will not be removed from the premises until final approval has taken place and has been confirmed; and										
(c) the label(s) concerned comply with the appropriate requirements set out in section 23 and 24 of the Wine of Origin Scheme and the use thereof has been approved by the Board.										
SIGNATURE OF APPLICANT				SIGNATURE OF INSPECTOR						
DATE				TELEPHONE NUMBER			CONTACT PERSON			
FOR OFFICIAL USE										
SENSORIAL EVALUATION										
WINE EVALUATION COMMITTEE			TECHNICAL COMMITTEE			FINAL RESULT				
GREEN			GREEN			APPROVED				
						REJECTED				
RED			RED			RESUBMISSION				

ANNEXURE 26: BG11 - Normal for bulk export

WINE AND SPIRIT BOARD

BG 11

Application for the final approval of wine

One example of each main, back and neck label inder which wine is to be sold, must be attached hereto

NAME AND ADDRESS OF APPLICANT:			FOR OFFICIAL USE		
<i>Backsberg Trust</i>			CERTIFICATE NUMBER		
<i>P O Box 55</i>			SUBMISSION NUMBER		
<i>PAARL</i>			LAST SENSORIAL SUBMISSION		
			DATE TO BE SUBMITTED		<i>20/11/98</i>

SUBMISSION TYPE								
ADMIN	WITH SAMPLES	BULK	RESUBMISSION		EBIS		SINGLE VINEYARD	
			BOARD	REPRESENTATION	YES	NO	YES	NO
		<i>X</i>						
WSB NUMBER	APPLICATION NUMBER	TANK NUMBER	DATE BOTTLED	BALANCE OF BOTTLING LOT	CAPACITY OF CONTAINERS		LITRES OF SUBMISSION	
<i>44000</i>		<i>T4</i>					<i>50 000</i>	

TRADE NAME OF WINE: *Mount Disa Sauvignon Blanc*

PARTICULARS OF INDICATIONS OR CLAIMS AS INDICATED ON LABEL				ADDITIONAL LAB PARTICULARS						
VINTAGE				LAB REQUEST NUMBER:						
<i>1998</i>				PRODUCTION CLASS						
ESTATE				ADDITIONAL LAB ANALYSIS						
PRODUCTION AREA				COUNTRY OF EXPORT						
<i>Paarl</i>										
VARIETAL(S)				LABEL ALCOHOL:		CRATE NUMBER:				
<i>Sauvignon Blanc</i>				%						
TYPE OF PRODUCT				SEAL INFORMATION						
<i>Dry White</i>				ASCORBIC ACID ADDED		YES	NO	ALCOHOL REMOVED	YES	NO

PARTICULARS OF SEALS		NUMBER SERIES OF SEALS USED					
NUMBER OF SEALS AFFIXED TO BOTTLES							
NUMBER OF SEALS SPOILED							
SEALS IN STOCK AT THE PRODUCER							
SEALS RETURNED FOR DISPOSAL							
TOTAL							

Export

I, the undersigned, hereby apply for final approval of wine as set out above and declare that-

- (a) the information given above, is true and correct;
- (b) the total quantity of wine indicated above, is still in my possession and will not be removed from the premises until final approval has taken place and has been confirmed; and
- (c) the label(s) concerned comply with the appropriate requirements set out in section 23 and 24 of the Wine of Origin Scheme and the use thereof has been approved by the Board.

.....
SIGNATURE OF APPLICANT **SIGNATURE OF INSPECTOR**

DATE **TELEPHONE NUMBER** **CONTACT PERSON**

FOR OFFICIAL USE					

SENSORIAL EVALUATION					
WINE EVALUATION COMMITTEE		TECHNICAL COMMITTEE		FINAL RESULT	
GREEN		GREEN		APPROVED	
				REJECTED	
RED		RED		RESUBMISSION	

WINE AND SPIRIT BOARD

BG 10

DISPOSAL OF SEALS BY INSPECTION SERVICES

Name of producer: *Backsberg Trust*

WSB No	1 <i>47650</i>	2	3
Application number	<i>98/5820</i>		
Number of seals disposed of	<i>100</i>		
Code of seals disposed of	<i>045 : 6000—6099</i>		
WSB No	4	5	6
Application number			
Number of seals disposed of			
Code of seals disposed of			

Remarks: _____

Inspection Services		Cancelled on computer	
Date	Initial	Date	Initial

WINE AND SPIRIT BOARD

BG 7

SUBSTITUTION OF LABELS AND SEALS OF FINALLY APPROVED WINE

This form must be lodged with Certification Services at least one working day before the wine concerned is removed
Examples of the new labels affixed, must accompany this form

Name of organisation: Backsberg Trust
WSB number: 47650
Application number: 03/5820
WSR 4A number and old seal code: 045 : 6000-6100
Trade name of wine: Paarl Chenin Blanc

PARTICULARS OF INDICATIONS OF NEW LABELS

Table with 2 columns: Field Name, Value. Rows include Vintage (2003), Estate, Production area (Paarl), Cultivars (Chenin Blanc), Class designation (Dry White).

Number series of new seals used: 045, 6101, 6200

PARTICULARS OF NEW SEALS

Table with 2 columns: Field Name, Value. Rows include Number of seals on bottles (90), Number of seals spoiled (0), Seals in stock (0), Seals returned for disposal (10), Total number of seals received (100).

I, the undersigned, declare that above information is true and correct.

Date

Signature of applicant

FOR OFFICIAL USE

Seal code of control sample

Date

Signature of inspector

Prescriptions: Once off evaluation of wine in bulk (EBIS)

1. Provisional submission (BG9 Annexure 18) is made by tank irrespective of the volume thereof. Indicate accordingly on the BG9 form, EBIS wine. No proportional representative samples of two or more tanks of a specific wine will be allowed. The wine must be ready for bottling, except for normal sulphur and total acid adjustments.
2. The particulars of the tank concerned must be placed on a WSB-Annex (Annexure 30) with reference to the application number, EX WS number, if applicable, as well as the WSB number. The concerned BG9 form and WSB Annex must be completed and ready when an inspector visits the premises to sample the wine concerned. The Board may approve that a system other than WSB Annex system referred to in this paragraph, be used.
3. The expiry date of the wine concerned (six months after date of sensorial evaluation), must be indicated on the Annex concerned.
4. After bottling has been completed, all the applicable information must be captured on the WSB Annex (Annexure 31) concerned.
5. If only a portion of the wine concerned is labeled, the unlabeled stock must be identified according to the prescriptions of the Wine and Spirit Board. The application number concerned must appear on the identification mark. The application number, together with the WSB number or the application number only can be affixed on the identification mark, if so preferred. If the control sample, taken by inspector, is approved analytical and sensorial, the remainder of the bottled stock is exempted of any further evaluation.
6. If an EBIS approved tank of wine is sold or is sent to a bottling organisation, a copy of the WSB-Annex concerned must accompany the wine. The application number is important and must be indicated at all times, also on the SAWIS 6/DA 32 (Annexure 11) concerned.
7. If a portion of an approved tank of wine (EBIS) is sold, the certification seals concerned must be divided accordingly and dispatched with the wine. The number range of the seals destined for the volume concerned must be indicated on the WSB Annex and on the copy thereof that accompanies the wine. A BG5 (Annexure 14B) with the Annex concerned must be faxed to Certification Services.
8. The buyer or bottler, must on receipt of EBIS wine, open a new WSB Annex and record the applicable particulars.
9. After the wine concerned has been bottled, labeled and certification seals affixed, an application for **administrative** final certification may be lodged per BG11 (Annexure 23), but only within the six months exemption period. Indicate accordingly on the BG9 form, EBIS-wine.
10. The Inspector will complete all necessary control checks, draw the required control samples and send the samples to the Wine & Spirit Board and Laboratory for organoleptic evaluation and analysis at the subsequent official tasting, whether by Regions, Wine Evaluation Committee or Technical Committee.
11. However, if a participant requires that EBIS control samples be sent through for a Special Board and to the laboratory (see Annexures 21, 22 and 22A).
12. If the six months exemption period for an EBIS wine has expired, a R23 tasting may be done. If

the wine is still in bulk, six months, or if bottled, twelve months, exemption periods will come into operation as from sensorial evaluation. During these periods the wine can thus again be administratively submitted for final approval per BG11 form.

13. The certificate of final approval of a specific wine will be issued after one working day. The wine may then be sold, even though the control samples still need to be evaluated by the board.

14. **If a control sample of an EBIS wine is rejected by the board (due to either organoleptic evaluation or analyses or both), the following will apply:**

14.1 **Differences in analyses**

Differences in analyses are referred to the Technical Committee for action. The Inspectors will place the balance of the wine, if still on the premises of the participant, under embargo. The differences in analyses will be provided to the participant with the request to provide a written explanation to the Technical Committee.

14.2 **Rejected analytically (not adhering to legislative requirements)**

The Inspector will place the balance of the wine, if still on the premises of the participant, under embargo. The matter will be referred to the Technical Committee for further action.

14.3 **Organoleptic rejection**

The Inspector will place the balance of the wine, if still on the premises of the participant, under embargo. The participant may submit the balance of the wine for re-evaluation following the normal procedures. If the wine (balance) is finally rejected, the Technical Committee will be informed that a portion of the wine has already been sold. The Technical Committee will decide whether the participant will be allowed to continue using the EBIS system based on the participant's past history of rejections.

15. If an EBIS wine is partially sold, say for instance to a wholesaler, and the balance of the wine at the producer is rejected by the board on the strength of control samples drawn after bottling, the wholesaler concerned will be informed accordingly by the Inspector, either in writing or telephonically. Furthermore, it will be pointed out to the wholesaler that a control sample of the wine concerned, if still in stock, will be drawn and submitted to the board for evaluation. If the wine concerned is rejected, the procedure as set out in paragraph 13 will apply.

16. **Export implications**

16.1 In the event of a participant deciding to export an EBIS wine in bulk, based on provisional approval by the board and exporting will take place within forty two (42) days from provisional tasting, the wine will be exempted from any further evaluation. An administrative export application can be lodged with the Department of Agriculture.

16.2 A provisionally approved EBIS wine which has been bottled and administratively finally certified within the six months exemption period, may be exported without any further evaluation provided that the wine is exported within the six months exemption period. An administrative export application can be lodged with the Department of Agriculture. For the issuing of a V11 document or analysis certificate, refer to paragraph 16.3.

16.3 A V11 document or analysis certificate will only be issued by the Department of Agriculture

after a comparative analysis and sensorial evaluation of the final bottled product were carried out and approved.

16.4 The Department of Agriculture reserves the right to recall any consignment of wine, exported in terms of this system, which proves not to comply with legislative requirements.

WINE ONLINE (WOL)

BG 9 and BG 11 forms for submission of wine with samples as well as administrative must be completed on Wine Online.

Go to “www.dawineonline.co.za” to register.

Should you require a manual click on “Visit our site” and choose “Manual”.

NB: All administrative submissions (BG 9 and BG 11) must be printed and faxed to Certification services at SAWIS. BG 11 forms must be accompanied by an appropriate label.

EBIS – CONTROL SAMPLES

BG11A

NAME AND ADRESS OF PRODUCER

WSB –No	
SAWIS Application No	
Bottling Date	
Times Bottled	
Balance of Bottling Lot	
Pack Type	
Tasting Date Tank	
Expiry Date of Bulk Application	
Expiry Date of Bottled Lot	
Control Sample: Date to be submitted	

ESTATE _____
PRODUCTION AREA _____
VINTAGE _____
CULTIVAR _____
TYPE _____

SEAL SERIES OF ADMINISTRATIVE FORMS BROUGHT IN

--	--	--	--	--

SEAL SERIES ON THE CONTROL SAMPLES DRAWN

NB: The normal labform accompanies the control sample for testing purposes.

SIGNATURE OF INSPECTOR _____
DATE

OFFICIAL USE

Sensorial Result		Tasting Result	
Green	<input type="checkbox"/>	All Agree	<input type="checkbox"/>
Red	<input type="checkbox"/>	Differ	<input type="checkbox"/>

Approved	<input type="checkbox"/>	Rejected	<input type="checkbox"/>
		Resubmit	<input type="checkbox"/>

SIGNATURE _____
DATE

APPLICATION FOR LABORATORY ANALYSIS
PRODUCT DESCRIPTION:
SAWIS Application No: Producer: Trade Name: Origin: Cultivar: Vintage: Pack Type: Lot Number: Type of Product: Product Class:
SAMPLES SUBMITTED FOR EBIS CONTROL SAMPLE:
Request Transaction No : Crate No: Sample Type: WS/WSB-Number: Bottled / Bulk: Pack Type of sample: Bottling Date: Label Alcohol: Origin: Sensorial Region: Sensorial Date: Lab Tank Number: Lab Seal Series: Lab Seal Code: Sugar G/L: Ascorbic Acid Added: Alcohol Removed: Country of Export: Additional Lab Analysis: