

SECTION 51 MANUAL FOR
IMPALA PLATINUM HOLDINGS LIMITED
(“IMPLATS”)

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT, No. 2 OF 2000
(“the Act”)

For

Impala Platinum Holdings Limited
and certain of its Subsidiary Companies

NAME

Impala Platinum Holdings Limited –

Afplats (Pty) Ltd
Biz Africa 1866 (Pty) Ltd A
Brevity Trade 11 (Pty) Ltd
Canal Square Investments 49 (Pty) Ltd
Cherry Moss Trade and Invest 45 (Pty) Ltd
Gazelle Platinum Ltd
Imbasa Platinum (Pty) Ltd
Impala Holdings Ltd
Impala Platinum Investments (Pty) Ltd
Impala Platinum Ltd
Impala Platinum Properties (Johannesburg) (Pty) Ltd.
Impala Platinum Properties (North West) (Pty) Ltd
Impala Platinum Properties (Rustenburg) (Pty) Ltd
Impala Platinum Zimbabwe (Pty) Ltd
Impala Refining Services Ltd
In Line Trading 83 (Pty) Ltd
Inkosi Platinum (Pty) Ltd
Islandsite Investments Two Hundred and Sixteen (Pty) Ltd
Islandsite Investments Two Hundred and Twenty Five (Pty) Ltd
Marula Platinum (Pty) Ltd
Micawber 399 (Pty) Ltd
Moody Blue Trade and Invest 47(Pty) Ltd
Two Rivers Platinum (Pty) Ltd

Contact Person

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Fax: (11) 731 9254

ZIMBABWE OPERATIONS

Zimbabwe Platinum Mines (Private) Ltd

OFF-SHORE COMPANIES

Impala Platinum BV
Impala Platinum Japan Ltd
Mimosa Investments Ltd
Platco Ltd
Tau Mining Botswana (Pty) Ltd

Zimplats Holdings Ltd

(collectively referred to as “the Implats group of companies”)

INTRODUCTION

Impala Platinum Holdings Limited is one of the world's leading producers of PGM's and associated base metals. For further details, see organogram on page 8.

PART 1 – Contact details

Chairman : Dr Khotso Mokhele
Designated Information Officer : As per details provided on 2nd page

Address : 2 Fricker Road
Illovo
2196
Johannesburg
South Africa

Postal Address : Private Bag x18
Northlands
2116

Telephone Number : +27 (0) 11 731 9025
Fax Number : +27 (0) 11 731 9254

E-mail Address of Information officer : avanthi.parboosing@implats.co.za

PART 2 – The official guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protection any right in terms of this Act. Inquiries should be directed to:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: +27 (0) 11 877-3642

Fax: +27 (0) 11 403 0625

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za

PART 3 - Voluntary disclosure and automatic availability of certain records (Section 52(1))

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Act. Request forms for these categories of information are also available from our information officer, whose contact details appear in Part 1 of this manual. Some of the information is available on the website at www.implats.co.za

- Reports
- Circulars to shareholders
- Code of ethics
- Other literature intended for public viewing
- Public customer information
- Product brochures
- Trading sites and product exhibition
- Copies of statutory notices i.t.o. copyrights

PART 4 – Information available in terms of other legislation (Section 51(1)(d))

Where applicable to our operations, information is also available in terms of the following statutes and their provisions, as amended from time to time:

- Air Quality Act No. 39 of 2004
- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Companies Act No. 71 of 2008
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Constitution of SA Act No. 108 of 1996
- Copyright Act No. 98 of 1987
- Deeds Registries Act No. 47 of 1937
- Employment Equity Act No. 55 of 1998
- Environmental Laws Rationalisation Act No. 51 of 1997
- Explosives Act No. 26 of 1956
- Firearms Control Act No. 60 of 2000
- Income Tax Act No. 58 of 1962
- Insider Trading Act No. 135 of 1998
- Labour Relations Act No. 66 of 1995)
- Long-Term Insurance Act No. 52 of 1998
- Marketable Securities Act No. 32 of 1948
- Medical Schemes Act No. 131 of 1998
- Mine Health and Safety Act No. 29 of 1996
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- Mineral and Petroleum Resources Development Act No. 28 of 2002
- Mineral and Petroleum Resources Royalty Act No. 28 of 2008
- Mineral and Petroleum Resources Royalty (Administration) Act No. 29 of 2008
- National Environmental Management Act No. 107 of 1998
- National Water Act No. 36 of 1998
- Occupational Health and Safety Act No. 85 of 1993)
- Patents Act No. 57 of 1987
- Pension Funds Act No. 24 of 1956
- Precious Metals Act No. 37 of 2005
- Preferential Procurement Policy Framework Act No. 5 of 2000
- Promotion of Access to Information Act No. 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000
- Protected Disclosures Act No. 26 of 2000
- Sea Transport Documents Act No. 65 of 2000

- Safety at Sports and Recreational Events Act No. 2 of 2010
- Short-Term Insurance Act No. 53 of 1998
- Skills Development Act No. 97 of 1998
- Skills Development Levy Act No. 9 of 1999
- South African Reserve Bank Act No. 90 of 1989
- Stamp Duties Act No. 77 of 1968
- Stock Exchange Control Act No. 1 of 1985
- Trademarks Act No. 194 of 1993
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991
- Waste Management Act No. 59 of 2008
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PART 5 – Information available (Section 51(1)(e))

We hold the following categories of information:

- **Corporate Affairs**
 - Community Development – project Information

- **Public/ Investor Relations**
 - Analyst and Media liaison Information
 - Presentations
 - Company Publications and Brochures

- **Company Secretarial**
 - Company Statutes
 - Registers
 - Minutes of Meetings
 - Statutory Returns
 - Register of members
 - Company CM forms
 - Company policies and procedures
 - Code of Practice
 - Approval framework
 - Circulars Issued to Members
 - Financial statements
 - General records

- **Legal**
 - Legal Agreements and Controls
 - Loans from and to Third Parties
 - Competition notices
 - Mining Licenses/Mining Rights
 - Prospecting Permits/Prospecting Rights
 - Environmental Management Plans for Prospecting
 - Environmental Management Programmes for Mining
 - Prospecting Work Programmes for Prospecting Rights
 - Mine Work Programmes for Mining Rights

- Social and Labour Plans for Mining Rights
- Compliance reports as submitted in terms of the Mineral and Petroleum Resources Development Act
- Mining Leases
- Mineral Leases
- Applications for Mining Rights, Prospecting Rights and Applications in terms of various sections of the Mineral and Petroleum Resources Development Act
- Deeds of Transfer
- Cessions/ Certificates of Old Order Mineral Rights

- **Human Resources**
 - Remuneration
 - Employee Relations
 - Employment equity Plan
 - Organisation Structures
 - Policies and Procedures
 - Employee Information
 - Personnel Files
 - Employment Contracts
 - Training and Development
 - Health and Safety Records
 - Personnel Records
 - Social Responsibility
 - Medical Aid
 - Provident Fund

- **Health**
 - Drug Register and Prescription Records
 - Admissions/ Discharges
 - Statistics
 - Patient Records
 - Treatment Records
 - Death Reports
 - Occupational Health Records

- **Safety**
 - Safety Reports
 - Incidents and Accident Reports
 - Date and Statistics
 - Safety Inspections and Audits
 - Claims and Compensation

- **Projects**
 - Data and Statistics
 - Reports
 - Procurement Information
 - Project Specifications and Information
 - Quality and Standards
 - Environmental Reports and Audits

- **Geology**
 - Fall of Ground Register
 - Quality Assurance
 - Reports
 - Mine Plans and Drawings
 - Surveying and Drafting
 - DME Applications
 - Mineral resource and Mineral reserve Statements
 - Data and statistics
 - Exploration and Evaluation Drilling
 - Geophysical Information
 - Production results
 - Ore accounting

- **Engineering**
 - Log Books
 - Maintenance Records
 - Standards and Specifications
 - Environmental management Plans
 - Machinery and Equipment Records
 - Explosive Control Records

- **Operations**
 - Ventilation Reports and Statistics
 - Fire Reports
 - Water Reports
 - Gas Emission Reports
 - Dust Reports
 - Log Books
 - Feasibility Studies
 - Mine plans and Mine Design
 - Metal Accounting Analyses
 - Equipment and Plant Information
 - Dispatch Documentation
 - Standard Certificates

- **Financial**
 - Business plan and Budgets
 - Risk Management
 - Information technology
 - Capital Expenditure
 - Taxation
 - Treasury reports
 - Accounting Records
 - Fixed Asset Registers
 - Financial Statements and Management Accounts
 - Tax Records and Returns
 - VAT Records and Returns
 - Bank Statements and Cheques

- **Intellectual Property**
 - Trademarks
 - Copyright
 - Patents
 - Licenses

- **Marketing**
 - Market Information
 - Public Customer Information
 - Product Brochures
 - Owner Manuals
 - Price Information
 - Sales Reports
 - Marketing Reports
 - PGM Import/ Export Statistics
 - Industry News and Information

- **Immovable and Moveable Property**
 - Title deeds of land owned by the Companies
 - Agreements for the lease or sale of property/buildings by the Companies
 - Leases in respect of vehicles
 - Office equipment leases
 - Property Records and Leases

- **Insurance**
 - Insurance Policies
 - Property Records and Leases

PART 6 – Availability of manual

The manual is available for inspection at the office of Implats free of charge, and on the Implats website (refer to Part 2 of the manual). Copies are also available with the SAHRC and in the Government Gazette.

PART 7 – Manner of access

If you wish to request access to any of the above categories of information, you are required to complete the request form. The prescribed forms for requests to private bodies are available from:

- our information officer (whose contact details are in Part 2 of this manual);
- the SAHRC website (www.sahrc.org.za);
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

ANNEXURE “A”

FORM C

REQUEST FOR ACCESS TO RECORD

(Section 53 (1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Head:

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

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

.....

Identity number:.....

Postal address:

.....

.....

..... Fax number:.....

Telephone number: E-mail address:

Capacity in which request is made, when made on behalf of another person:

.....

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

.....

Identity number:.....

Disability:	Form in which record is required:
.....
.....

Mark the appropriate box with an **X**.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?			<input type="checkbox"/> YES
Postage is payable.			<input type="checkbox"/> NO

G. Particulars of right to be exercised or protected

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

- 1. Indicate which right is to be exercised or protected:
- 2. Explain why the record requested is required for the exercise or protection of the aforementioned right:..

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at this day of 20.....

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

ANNEXURE “B”

AN EXPLANATORY NOTE ON FEES TO BE CHARGED WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.

The fees chargeable by private bodies are contained in Part III of Annexure “A” of the Regulations. A copy of Part III is attached for your convenience. The present charges are as follows:

1. Copies of a manual

Should an individual require a copy of the private body’s manual, a fee of R1,10 is chargeable for every photocopy of an A4 page or part thereof.

2. Reproduction fees¹

Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure “A” to the Regulations.

3. Access fees²

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure “A” to the Regulations.

4. Other fees

- 4.1 A request fee³ of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this Work.
- 4.2 A search fee⁴ may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
- 4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.⁵
- 4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

¹ Section 52(3) and Regulation 1(1).

² Section 54(7) and Regulation 11(3).

³ Section 54(1) and Regulation 11(2).

⁴ Annexure “A”, Part III, Item 4(1)(f).

⁵ Section 54(2).

PART III
FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11 (1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof.....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	7,50
(ii) compact disc.....	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof.....	40,00
(ii) For a copy of visual images.....	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof.....	20,00
(ii) For a copy of an audio record.....	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11 (3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof.....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	7,50
(ii) compact disc.....	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof.....	40,00
(ii) For a copy of visual images.....	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof.....	20,00
(ii) For a copy of an audio record.....	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	

(2) For purposes of section 54 (2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.