

DE BEERS GROUP

DE BEERS CONSOLIDATED MINES PROPRIETARY LIMITED

(Registration number 1888/000007/07)

("DBCM")

MANUAL

in terms of Section 51 of

The Promotion of Access to Information Act 2/2000 and the Protection of Personal Information Act, 2013

(the "ACTS")

JUNE 2021

A copy of the manual will be available for inspection at DBCM's Registered and Corporate Office and is available on the company's website at www.debeersgroup.com

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INTRODUCTION

The Promotion of Access to Information Act of 2000 (hereinafter referred to as the “Act“) came into effect on 9 March 2001. The purpose of the Act is to give effect to Section 32 (2) of the Constitution, which provides that any person has a right to gain access to any information held by a public or private body. If the record is requested from a private body, the requester needs to prove that the record/s is required for the exercise or protection of a right.

One of the main requirements specified in the Act is the compilation of a manual that provides information on both the types and categories of records held by a private body. In terms of the Act, a private body includes any former or existing juristic person. DBCM is regarded as a “private body“ and both the manual and the requirements regarding access must be in compliance with the provisions of the Act relevant to private bodies.

The Protection of Personal Information Act, No. 4 of 2013 (the “POPI Act“) seeks to give effect to the constitutional right to privacy as contained in section 14 of the Bill of Rights. The POPI Act seeks to safeguard personal information by regulating the manner in which it may be processed by public and private bodies. The POPI Act provides that data subjects have the right to have their personal information processed in accordance with the conditions for the lawful processing of personal information, which are set out in the POPI Act. One of the requirements specified in the PAIA, is the compilation of an information manual that provides information which includes the types and categories of records held by a private body (this relates to PAIA) as well certain information relating to the processing of personal information (this relates to the POPI Act). The PAIA and the POPI Act are collectively referred to in this document as the “Acts”

This document serves as DBCM’s manual in terms of the abovementioned Acts, and provides information on the records held and the process that needs to be followed to request access to such records. The manual also provides information on the personal information processed by the Company from time to time.

COMPANY OVERVIEW

DBCM was incorporated in South Africa in 1888 and is a subsidiary of De Beers plc (74% shareholding), which is incorporated in Jersey, and Ponahalo Investments (RF) Proprietary Limited (26% shareholding), who is DBCM’s Black Economic Empowerment partner.

DBCM operates a diamond mine, Venetia mine, that is located in Musina, Limpopo Province and is in the process of closing a diamond mine, Voorspoed mine, located near to Kroonstad, Free State Province. DBCM also conducts prospecting and exploration activities in South Africa.

The following companies are subsidiaries of DBCM and are included in the scope of this manual –

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SCOPE OF MANUAL

The manual applies to DBCM and its direct and indirect wholly owned subsidiaries in South Africa as detailed below:

Company Name	Registration Number
De Beers Sightholder Sales South Africa Proprietary Limited	2012/218462/07
De Beers Matlafalang Business Development Proprietary Limited	2003/001426/07
Main Street 1252 (RF) Proprietary Limited	2014/064647/07
The Village of Cullinan Proprietary Limited	1992/005690/07

The scope of this manual covers the records held by DBCM at its Corporate office and various divisions.

ADMINISTRATION OF THE ACT [Section 51(1)(a)]

The Board of Directors of DBCM has duly authorised the contact person below to ensure that the requirements of the Act are administered in a fair, objective and unbiased manner:

Contact Person: Nominee of the Corporate Secretaries (De Beers Group Services Proprietary Limited)
Postal Address: Private Bag X01, Southdale, 2135
Physical Address: De Beers Corporate Headquarters, Cnr Crownwood Road and Diamond Drive, Theta Ext 4, 2013
Phone Number: +27 (11) 374 7203
Fax Number: +27 (11) 309 3284
Email: cosec.admin@debeersgroup.com

GUIDE FOR REQUESTERS ON HOW TO USE THE ACT [Section 51(1)(b)]

The Human Rights Commission (HRC) has compiled a guide that will facilitate ease of use of the Act for requesters. This Guide is available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700, Houghton, 2041
Phone: +27 (11) 484-8300
Fax: +27 (11) 484-0582
E-mail: PAIA@sahrc.org.za

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Website: www.sahrc.org.za

The Information Regulator is required to update (and make available) the Guide to include information required by persons wishing to exercise any right contemplated in the POPI Act. The updated Guide will be available from the Information Regulator in the manner prescribed.

The Information Regulator (South Africa)

SALU Building, 316 Thabo Sehume Street, Pretoria

Ms. Mmamoroke Mphelo

Tel: 012 406 4818

Fax: 086 500 3351

infoereg@justice.gov.za

AUTOMATIC AVAILABILITY OF CERTAIN RECORDS [Section 51(1)(c)]

Records lodged in terms of Government requirements with various statutory bodies, including the Registrar of Companies are available for inspection, purchase or copying.

RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION [Section 51(1)(d)]

Records are available in accordance with the following legislation:

- The Mine Health and Safety Act No. 29 of 1996;
- The Occupational Health and Safety Act No. 85 of 1993;
- Mineral and Petroleum Resources Development Act No. 28 of 2002
- The Hazardous Substances Act No. 15 of 1973;
- The Value-Added Tax Act No. 89 of 1991;
- Income Tax Act No. 58 of 1962;
- Companies Act No. 71 of 2008; (as amended);
- Corporate Laws Amendment Act, 2006
- National Payment Systems Act No. 78 of 1998;
- Basic Conditions of Employment Act No. 75 of 1997;
- Employment Equity Act No. 55 of 1998;
- Labour Relations Act No. 66 of 1995;
- Customs and Excise Act No. 91 of 1964;

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- Unemployment Insurance Act No. 30 of 1966;
- Financial Markets Act No. 19 of 2012;
- Financial Markets Control Act No. 55 of 1989;
- The Mutual Banks Act No. 124 of 1993;
- The Medical Schemes Act No. 131 of 1998;
- The Compensation for Occupational Injuries and Diseases Act No. 130 of 1993;
- The Atmospheric Pollution Prevention Act No. 45 of 1965;
- The Second Hand Goods Act No. 23 of 1955;
- The Health Act No. 63 of 1977;
- The Road Transportation Act No. 74 of 1977;
- The Aviation Act No. 74 of 1962;
- The Land Survey Act No. 8 of 1997;
- The Protection of Personal Information Act 4 of 2013;
- The Minerals Act No. 50 of 1991;
- National Credit Act No. 34 of 2005;
- The Prescription Act No.68 of 1969;
- The Insolvency Act No. 24 of 1936;
- Explosives Act No. 26 of 1956;
- Explosives Act No. 15 of 2003;
- National Environmental Act No. 107 of 1998;
- National Environmental Management: Air Quality Act No. 39 of 2004;
- National Environmental Management: Biodiversity Act No. 10 of 2004;
- National Environmental Management: Integrated Coastal Management Act No. 24 of 2008;
- National Environmental Management: Protected Areas Act No. 57 of 2003;
- National Environmental Management: Waste Act No. 59 of 2008;
- Disaster Management Act No. 57 of 2002;
- National Water Act No. 36 of 1998;
- Broad-Based Black Economic Empowerment Act No. 53 of 2003;
- Competition Act No. 89 of 1998;
- Conventional Penalties Act No. 15 of 1962;
- Apportionment of Damages Act No. 34 of 1956;
- Assessment of Damages Act No. 9 of 1969; and
- Legislation which would ordinarily be considered applicable to the business of DBCM.

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RECORDS SUBJECTS AND CATEGORIES – CORPORATE OFFICE [Section 51(1)(e)]

Managing Directors Office

The Managing Directors Office records comprise the following main categories:

- Administration Records

Finance

This department maintains financial and management accounts for the Company. . Corporate Accounting records comprise the following main categories:

- Accounting Records and Financial Statements
- General Correspondence
- Management Reports
- Transactional Records
- Detailed accounting policies and accounting directives
- Budgets and forecasts
- Contracts and Agreements
- VAT Records
- PAYE Records
- Tax Records

Company Secretariat

The Corporate Secretaries provides company secretarial (corporate governance) services to the Company and its subsidiaries. The secretariat records comprise the following main categories:

- Statutory Records
- Governance documents
- Meeting packs, Minutes of Meetings and Resolutions
- Material Agreements and Contracts
- Company Registration Information
- Regulatory Compliance audit reports and related documents
- Historic Share Registration Records
- Property Records

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Information Management

- Information Management is provided by the Global IM function and it is responsible for developing, supporting and providing assurance on the implementation of IT policies, standards and best practice in the Company. IM records comprise of the following:
 - General Correspondence
 - Contracts and Agreements
 - Network Diagrams
 - Asset Records
 - IM Project Plans
 - Policy/Standards

Facilities Management and Security Services

Facilities Management and Security Services are outsourced to external service providers who are responsible for the general management and maintenance and security services of the facilities at the Corporate Offices. The records available are as follows:

- Administration Records
- Building and Property Records
- Security Services Records
- Maintenance Records

Each operation, division or mine within DBCM has information pertaining to the following in respect of each operation, division or mine:

- General Transport and Administration Records
- Building and Property Records
- Security Services Records
- Maintenance Records

Supply Chain Management

The Supply Chain Management function has been outsourced to De Beers Group Services Proprietary Limited, who are responsible for buying DBCM's commodities, consumable goods, capital equipment and services. The records in that function comprise:

- Expenditure records
- Contracts and Agreements
- Materials and Supplier masterdata

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Technical Services and Projects

De Beers Group Services Proprietary Limited provides Technical Services to DBCM including Mining, Processing, Technology, Geosciences, Engineering and Growth Projects and records in the division comprise the following:

The Geosciences department is dedicated to satisfying the geoscientific needs of DBCM. DBCM subscribes to the guidelines as prescribed by the South African Code for Reporting Mineral Resources and Reserves (the SAMREC Code). Geosciences records comprise the following main categories.

- Competent Persons Reports
- Sampling Reports
- Geology Reports
- Resource Estimation Reports
- Resource and Reserve Reconciliation Reports
- Survey and Production Records
- Geotechnical and Hydrogeological Reports
- Exploration geology and tenure management records

The Mining department includes mining operational excellence, mine planning, heavy mining equipment (HME) and survey. The department is dedicated to supporting DBCM's mining operations to safely and sustainably achieve mining production targets through the management of key technical processes and delivering on key technical work. These include strategic and integrated mine planning, reserve statement compilation, mine activity design (MAD), mine to plan compliance, ore value chain reconciliation and mining equipment productivity improvements. Mining further provides technical inputs and oversight to growth, stay in business and technology projects and business development initiatives. Lastly, Mining is responsible for assurance related activities and the health of the mining engineering and survey disciplines in DBCM.

Records comprise the following:

- Resource Development Plans
- Life of Mine plans
- Reserve Statements
- Survey records
- Value chain reconciliation statements
- Mine to plan compliance reports

The Technology department is responsible for developing a fit for purpose technology strategy roadmap and accelerating the adoption of appropriate technologies at the operations to:

- Sustainably improve safety
- Improve productivity and efficiencies, resulting in reduced costs
- And maximise the resource utilisation of current and future resources in order to remain competitive in the long term through the development of low grade beneficiation technology

Records comprise the following:

- Technology Strategy Roadmap Documentation
- Technology Governance Documentation
- Project Charters
- Project Assurance Documentation
- Risk Registers
- Non-Disclosure Agreements

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- Field Test Agreements

The Engineering Department includes the following disciplines; Electrical, Mechanical, Control & Instrumentation, Industrial Information Technology, Civil and Structural as well as Asset Management. The ultimate goal of the department is to support the operations to ensure safe operations, best practice availability and utilisation, and statutory compliance of all plants in DBCM. It further supports and provides technical inputs and project assurance into all growth, stay-in-business and technology projects. The department achieves this by setting minimum requirements on all engineering standards, procedures, specifications, codes of practice and best practice guidelines as well as general health of discipline issues. The department's dedicated team of subject specialists discharge its duties by continuously staying in close collaboration with the operations and other departments as well as external stakeholders.

Records comprise the following:

- HME planning or service strategy documents
- Governance documents in terms of minimum technical and legal requirements
- Technical and SIMMS audit reports
- Statutory proof of compliance records
- Chamber of Mines Communications
- Energy Intensive User Group correspondence
- Engineering drawings, design calculations and documentation
- Eskom contracts and correspondence
- Energy and Carbon footprint disclosure reports

The Processing department is responsible for all processing development activities within current and future operational plants. This includes process design, process reviews and optimization, analytical testing and technology development. Records comprise the following main categories:

- Metallurgical/Analytical review and technical reports
- Analytical and sampling audits across the whole value chain including external entities
- Annual algorithm development and compliance report
- Process Design Criteria for all capital projects with detailed technical reports on process and technology development

The Projects Growth department is responsible for the development and implementation of DBCM's growth projects. The development of projects includes the the completion of concept studies where projects are developed and evaluated on a conceptual level to demonstrate investment potential. The pre-feasibility studies comprises the evaluation of project options and developing the selected option to the required level of detail. During the feasibility study, the technical detail is developed to a level where the required estimate accuracy is reached and the execution planning is done in detail. The implementation comprises the construction, commissioning and ramp-up of the growth projects.

The records comprise the following:

- Project study reports
- Project technical design drawings and reports
- Project financial models
- Project execution planning documentation
- Project schedules and capital estimates
- Growth portfolio planning documents
- Project budgets and forecasts
- Steering committee presentations and minutes of meetings
- License to operate documents

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Stay-in-Business Projects

Stay-in-Business Projects focus on initiating, planning, executing and close-out of projects required for efficiency improvement of operations and/or risk mitigation. Records comprise the following main categories:

Initiation and Planning

- Project charter
- Project Study Reports
- Technical reviews
- Business benefit / Business case
- Licences and permits
- Project execution plan
- Organogram
- Steering committee packs
- Project Scope
- Stage gate approval mandate
- Project Work Breakdown Structure (WBS)
- Project Schedule
- Project estimate
- Risk matrix
- Project budget & Forecast
- RACI Matrix
- Concept and engineering
 - Design criteria
 - Designs
 - Standards
 - Control philosophy
 - Specifications
- Deliverables and Acceptance criteria
- Decision notes

Execution

- End state operational readiness plans
- Communication and risk management plans
- Quality management plans
- Method statements
- Project progress reports
- Technical queries
- Inspection reports
- Contracts
- Purchase orders
- Bill of quantities
- Cost estimates
- Site Instructions
- Commissioning certificates

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Close Out

- Close out report
- Final As-built datapacks

Safety, Health and Environment

The SHE department includes safety, health, environment, quality and land management. The department is responsible for ensuring the safety and health of employees and good care of the environment.

The SHE records comprise the following main categories:

- SHE (Safety, Health and Environment) Assessment Records
- SHE Audit Reports
- Group SHE Records
- Sustainable development records
- Medical records of all employees and contractors
- Environmental impact assessments
- Risk assessments

Corporate Affairs

Corporate Affairs provides Reputational Management services to De Beers Group operations and divisions in South Africa, including DBCM. It is responsible for Stakeholder Engagements, Socio-Economic Development, Communications (internal and external), Transformation, Permitting and Regulatory Compliance. The records comprise the following main categories:

- Stakeholder Engagements
- News Releases/Statements
- Annual Reports
- Newsletters
- Media Cuttings
- Social Media Insets
- Events
- General Correspondence

The Stakeholder Engagement function is responsible for management relationships with the Company's key stakeholders and records comprise the following main categories:

- Stakeholder Lists
- Stakeholders Engagement reports
- B-BBEE verification records
- Mining Charter Records

The Social Performance function is responsible for the management of the Company's relationship with host communities and records comprise the following main categories:

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- Social Development project and donation agreements
- Lists of Beneficiaries
- Community Engagement and Development reports
- Social Grievance and Incidents records
- Social Way records
- Social and Labour Plans and reports
- Sustainable Mining Plan

Permitting is responsible for the management of prospecting and mining rights and related permits such as Water and Environmental. The records comprise the following:

- Prospecting Rights
- Mining Rights
- Environmental Permits
- Water Permits
- Geological tenure management records
- Statutory reports
- General Correspondence

Human Resources

The Human Resources Department's primary objective is to develop and implement a competitive human resource strategy that will support the Group. Human Resources records comprise the following main categories:

- General Correspondence
- Employee Records
- General HR Policies and Procedures
- Training/Learning and Development Records
- Pension Records
- Medical Aid Records
- Employee Benefit Records
- Labour Relations Records

- Statutory Records
- Employment Equity Records
- Medical Records
- Reward Records
- Global Mobility Records

PERSONAL INFORMATION

Purpose of Processing – Section 51(1) (c) (i)

The purpose for which personal information is processed by DBCM and/or its subsidiaries will depend on the nature of the information. In general, personal information is processed by DBCM and/or its subsidiaries for business administration purposes, including:

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- to carry out actions for the conclusion or performance of a contract;
- to comply with obligations imposed by law;
- to protect the legitimate interests of the data subjects; or
- where it is necessary for pursuing the legitimate interests of DBCM and/or its subsidiaries.

The above list is non-exhaustive.

Categories Of Data Subjects And Information - Section 51(1) (c) (ii)

DBCM and/or its subsidiaries process personal information relating to the following categories of data subjects and information:

Categories of Data Subjects

- Employees;
- Consultants;
- Contractors;
- Customers;
- Service providers;
- Suppliers;
- Directors;
- Shareholders;
- Other third parties with whom DBCM and/or its subsidiaries conduct business.

The above list is non-exhaustive.

Categories of Information

- In respect of natural persons may include: name, identifying number (identity or passport number), date of birth, citizenship, age, gender, race, marital status, language, telephone number(s), email address(es), physical and postal addresses, income tax number, banking information, disability information, employment history, medical records, background checks, fingerprints, CVs, education history, remuneration and benefit information, details related to employee performance and disciplinary procedures.
- In respect of juristic persons may include: name, registration number, tax information, contact details, physical and postal addresses, FICA documentation, BEE certificates, payment details (including bank accounts), invoices and contractual agreements.

The above lists are non-exhaustive.

Categories of Recipients to whom the Personal Information may be supplied - Section 51(1)(c)(iii)

The categories of recipients to whom the Companies may supply the personal information will depend on the nature of the information. In general, such categories of recipients would include:

- Other companies in the Group;
- Service providers;
- Medical aid, pension or provident funds;
- Auditing and accounting bodies (internal and external);
- Third parties with whom DBCM and/or its subsidiaries have contracted for the retention of data;
- Relevant authorities, government departments, statutory bodies or regulators;
- A court, administrative or judicial forum, arbitration or statutory commission making a request in terms of the applicable laws or rules.

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The above list is non-exhaustive.

Planned Transborder Flows of Personal Information - Section 51(1)(c)(iv)

DBCM and/or its subsidiaries envisage that they may transfer personal information to third parties or other companies in the Group, who are situated in a foreign country and such transfers would be subject to the relevant provisions of the POPI Act.

Information Security Measures - Section 51(1)(c)(v)

DBCM and/or its subsidiaries will strive to take appropriate, reasonable technical and organisational measures to secure the integrity and confidentiality of personal information in its possession or under its control.

Objection to the Processing of Personal Information by a Data subject Regulation 2 – POPI Regulations

A data subject may at any time object to the processing of his / her / its personal information (as contemplated in Section 11(3)(a) of the POPI Act) in the prescribed form attached as Appendix to this manual, subject to exceptions contained in the POPI Act.

Request for Correction or Deletion Of Personal Information – Regulation 3 – POPI Regulations

A Data Subject may request that his / her / its personal information be corrected or deleted (as contemplated in Section 24 of the POPI Act) in the prescribed form attached to this manual.

ACCESS REQUEST PROCEDURE [Section 51(1)(e)]

The purpose of this section is to provide requesters with sufficient guidelines and procedures to facilitate a request for access to a record held by DBCM.

It is important to note that an application for access to information can be refused in the event that the application does not comply with the procedural requirements of the Act. In addition, the successful completion and submission of an access request form does not automatically allow the requester access to the requested record.

Note:

If it is reasonably suspected that the requester has obtained access to DBCM's records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.

Completion of Access Request Form

In order for DBCM to respond to requests in a timely manner, the Access Request Form should be completed, taking due cognisance of the following Instructions on Completion of Forms:

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- The **Access Request Form** must be completed in the English language.
- Type or print in BLOCK LETTERS an answer to every question.
- If a question does not apply, state “N/A” in response to that question.
- If there is nothing to disclose in reply to a particular question state “nil” in response to that question.
- If there is insufficient space on a printed form in which to answer a question, additional information may be provided on an additional folio.
- When the use of an additional folio is required, precede each answer thereon with the title applicable to that question.

Submission of Access Request Form

The completed Access Request Form must be submitted either via conventional mail, e-mail or fax and must be addressed to the contact person as indicated in Section 51(1)(a).

An initial, **non-refundable R57.00 request fee is payable** on submission. This fee is **not applicable** to Personal Requesters, referring to any person seeking access to records that contain their personal information.

Payment of Fees

Payment details can be obtained from the contact person as indicated in Section 51(1)(a) and payment can be made either via a direct deposit, by bank guaranteed cheque or by postal order (no credit card payments are accepted). Proof of payment must be supplied.

Note:

If the request for access is successful, an **access fee** will be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the Prescribed Fees. The access fee must be paid prior to access being given to the requested record.

Notification

Requests will be evaluated and the requester notified within 30 days of receipt of the completed Access Request Form. Notifications may include:

Notification of Extension Period (if required)

The requesters may be notified whether an extension period is required for the processing of their requests including:

- The required extension period, which will not exceed an additional 30 day period;
- Adequate reasons for the extension; and
- Notice that the requester may lodge an application with a court against the extension and the procedure, including the period, for lodging the application.

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Payment of Deposit (if applicable)

The requester may be notified whether a deposit is required. A deposit will be required depending on certain factors such as the volume and/or format of the information requested and the time required for search and preparation of the record(s). The notice will state:

- The amount of the deposit payable (if applicable); and
- That the requester may lodge an application with a court against the payment of the deposit and the procedure, including the period, for lodging the application.

Please note:

In the event that access is refused to the requested record, the full deposit will be refunded to the requester.

Decision on Request

If no extension period or deposit is required, the requesters will be notified, within 30 days, of the decision on their requests.

If the request for access to a record is successful, the requester will be notified of the following:

- The amount of the access fee payable upon gaining access to the record (if any);
- An indication of the form in which the access will be granted;

If the request for access to a record is not successful, the requester will be notified of adequate reasons for the refusal and that the requester may lodge an application with a court against the refusal of the request and the procedure including the period, for lodging the application.

ADDITIONAL PRESCRIBED INFORMATION [Section 51(1)(f)]

The Minister of Justice has prescribed no additional information.

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ACCESS REQUEST FORM [Section 53(1)(e)]

FOR OFFICE USE

Request received by: _____

Name and surname of information officer / deputy information officer on (date) _____

at (place) _____

Reference number: _____

Request fee (if any): R_____

Deposit (if any): R_____

Access fee: R_____

Signature of information officer/
Deputy information officer

SECTION A: PARTICULARS OF BODY

Requests can be submitted either via conventional mail, e-mail or fax and should be addressed to the relevant contact person as indicated below:

De Beers Consolidated Mines Proprietary Limited

Contact person: The Nominee of the Corporate Secretaries

Postal address: Private Bag X01, Southdale, 2135

Physical address: Cornerstone Building, Corner Crownwood Road and Diamond Drive, Theta Ext 4, 2013

Phone Number: +27 (11) 374 7203

Fax Number: +27 (11) 309 3284

Email address: cosec.admin@debeersgroup.com

SECTION B: PARTICULARS OF REQUESTER (*if natural person*)

- a) *Particulars of the person who requests access to the record must be recorded below.*
- b) *Furnish an address and/or fax number and/or in the Republic and/or valid email address to which information must be sent.*
- c) *Proof of capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

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Identity number:

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Postal address:

Telephone/Mobile number:

Fax number:

Email address:

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

SECTION C: PARTICULARS OF REQUESTER (if Legal Entity)

- a) *Particulars of the person who requests access to the record must be recorded below.*
- b) *Furnish an address and/or fax number and/or in the Republic and/or valid email address to which information must be sent.*
- c) *Proof of capacity in which the request is made, if applicable, must be attached.*

Name of entity:

Registration number:

Postal address:

Telephone/Mobile number:

Fax number:

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Email address:

Capacity in which the request is made on behalf of the legal entity:

SECTION D: PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

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

Full names and surname:

Identity number:

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SECTION E: PARTICULARS OF RECORD

- a) *Provide full particulars of the record to which access is requested, including the reference number if it is known to you, to enable the record to be located.*
- b) *If the provided space is inadequate, please continue on a separate page and attach it to this form. **The requester must sign all the additional folios.***

Description of record or relevant part of the record:

Reference number, if available:

Any further particulars of record:

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SECTION F: FEES

- a) A request for access to a record, other than containing personal information about yourself, will be processed only after a **non-refundable request fee** of **R57.00** has been paid.
- b) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare the record.
- c) You will be notified of the amount required to be paid as **access fee**.
- d) If you qualify for exemption of the payment of any fee, please state the reason for such exemption.

Reason for exemption from payment of fees:

SECTION G: FORM OF ACCESS TO RECORD

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 under certain circumstances. In such a case you will be informed whether 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.

If the record is in written or printed form:

Copy of record*

Inspection of record

If record consists of visual images:

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)

View the images

Copy of the images*

Transcription of the images*

If the record consists of recorded information that can be reproduced in sound:

Listen to the soundtrack (audio cassette)

Transcription of soundtrack*
(written or printed document)

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If the record is held on computer or in an electronic or machine readable form:

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc).

- Printed copy of record* Printed copy of information
Derived from the record* Copy in computer readable
form* (compact disc / USB)

If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? **Postage is payable.*

Yes	No
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In the event of disability:

If you are prevented by a disability from reading, viewing or listening to the record in the form of access provided for above, state your disability and indicate the form in which the record is required.

Disability:

Form in which record is required:

SECTION H: PARTICULARS OF RIGHTS TO BE EXERCISED OR PROTECTED

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

Indicate the right that is sought to be exercised or protected:

Explain why the record requested is required for the exercise or protection of the aforementioned right:

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SECTION I: 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 _____

On this _____ day of

_____ 20

Signature of Requester/Person on whose behalf
Request is made

YOU MUST:

- 1) Complete all necessary sections.
- 2) Sign the access request form.
- 3) Sign additional folios completed.

SEND WITH THIS APPLICATION:

- 1) R57.00 (if not personal requester) request fee.
- 2) Any additional folios completed.

DE BEERS GROUP

PRESCRIBED FEES

PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT) - [Section 54(7)]

a	For every photocopy of an A4-size page or part thereof	R1.25
b	For every printed copy of an A4-size page or part thereof held on a computer or in an electronic or machine readable form	R0.82
c	For a copy in a computer-readable form on (i) Compact disc / USB	R79.80
d	<ul style="list-style-type: none"> • For a transcription of visual images, for an A4-size page or part thereof • For a copy of visual images 	R45.60 R68.40
e	(i) For a transcription of an audio record, for an A4-size page or part thereof (ii) For a copy of an audio record	R22.80 R34.20
f	To search for and prepare the record for disclosure (fee is charged for each hour or part thereof reasonably required for such search and preparation).	R34.00

PLEASE NOTE THAT ALL PRICES FOR THE ITEMS LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT) - [Section 54(2)]

a	Six hours as the hours to be exceeded before a deposit is payable.
b	One third of the access fee is payable as a deposit by the requester.

PLEASE NOTE THAT THE PRICE FOR THE ITEM LISTED BELOW IS INCLUSIVE OF VALUE-ADDED TAX (VAT) - [Section 54(7)]

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

DE BEERS GROUP

**OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE
PROTECTION OF PERSONAL INFORMATION ACT, 2013
(ACT NO. 4 OF 2013)**

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 2]

Note:

1. Affidavits or other documentary evidence as applicable in support of the objection may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

SECTION A	
DETAILS OF DATA SUBJECT	
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number / E-mail address:	
SECTION B	
DETAILS OF RESPONSIBLE PARTY	
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	

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SECTION C
REASONS FOR OBJECTION IN TERMS OF SECTION 11 (1) (d) to (f) <i>(Please provide detailed reasons for the objection)</i>

Signed at _____ this _____ day of _____ 20____

Signature of data subject/designated person

DE BEERS GROUP

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 3]**

Note:

1. Affidavits or other documentary evidence as applicable in support of the request may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

Mark the appropriate box with an “x”.

Request for:

<input type="checkbox"/>	Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.
<input type="checkbox"/>	Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

SECTION A	
DETAILS OF THE DATA SUBJECT	
Name(s) and surname/ registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/E-mail address:	

DE BEERS GROUP

SECTION B	
DETAILS OF RESPONSIBLE PARTY	
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
SECTION C	
INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED	
SECTION D	
<p>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24 (1) (a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and or</p> <p>REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24 (1) (b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN <i>(Please provide detailed reasons for the request)</i></p>	

DE BEERS GROUP

Signed at this day of 20
.....
<i>Signature of data subject/designated person</i>

Signed at Johannesburg on this 30th day of June 2021



Ms ND Zikalala
Managing Director
Managed Operations, including De Beers Consolidated Mines Proprietary Limited