

**GUIDELINES FOR COMPLETING AND SUBMITTING
THE PRODUCER'S PRECIOUS METAL PRESCRIBED
REGISTER – PMR 1**

General Instructions:

These instructions and guidelines relate to the completion and submission of prescribed forms by holders of mining rights, mining permits or other authorisation entitling the holder to remove and dispose of (mine) any precious metal.

1. Forms must be completed in the relevant prescribed form, which are obtainable as follows:
 - online at the South African Diamond & Precious Metals Regulator's (SADPMR or Regulator for short) website: www.sadpmr.co.za;
 - can be sent by e-mail or post, by contacting SADPMR (Regulator) by phone at 011 334-9001; or
 - available at the premises of SADPMR: Fifth Floor, Suite 501, SA Diamond Centre, Cnr Main and Phillip Streets, Johannesburg.

2. Copies of completed and signed forms must be delivered or posted and/or faxed* to the following address/fax number:

Fifth Floor, Suite 501, SA Diamond Centre,

Cnr Main and Phillip Streets,

Johannesburg.

P. O. Box 16001,

Doornfontein, 2028

Fax: 011 334- 9001

***If forms are faxed, the signed true copy must also be posted or delivered to SADPMR (Regulator for short). The original must be kept by the licensee/holder as required by the Precious Metals Act, 2005 or the Regulations under this Act.**

3. Complete the relevant form/s in block letters and in black.

4. **All information or data submitted on the forms must be clearly legible; otherwise the form/s would be regarded as incomplete.**
5. It is advisable to print out forms in A3 size in order to fit in all the information required when completing.
6. Complete the form/s in English only
7. Submit the form on or before the date specified on the form.
8. **If applicable, please indicate which data is to be treated as confidential.**
9. **Please note that the Regulator may amend the form of the registers and other information submission forms as it may deem fit from time to time. Please ensure you have the most recent update of the form/s.**
10. For any enquiries, contact the **Precious Metals Division** of the Regulator (SADPMR) during office hours.

- The total fine mass/weight of each metal type sold (in grams or kilograms) in the month
 - The price (if any money is exchanged during the transaction) in Rands at which the metal was sold
8. If metal was exported rather than sold in South Africa, please state that it was exported on this form PMR 1, and also reflect such transaction/s in the export declaration form (PMR 8).
 9. In the space provided in the bottom-right corner, insert the page number and the total number of pages of this form submitted.
 10. **A true copy of this register for each quarter (Q) of a calendar year must be submitted to the Regulator by 15 April (for Q1), by 15 July (for Q2), by 15 October (for Q3), and by 15 January (for Q4).**

Iridium	Ir
Osmium	Os
Ruthenium	Ru

- Fine mass/weight: the mass (in g or kg) of the precious metal contained in the article or product, as determined by multiplying the gross weight of the article or product by its fineness or purity.
7. For semi-fabricated precious metal transactions all the transactions will be totalled by metal type and buyer/seller. The following information should be captured on the register:
- The month in which the transactions took place
 - The name and address of the buyer
 - The mining right, registration, license or permit number of the buyer
 - The nature of the precious metal involved (type of metal and if possible its form (e.g. plate, wire, bar etc.)),

Register Completion Guidelines

Complete all the required information (read explanation of certain items below), and sign and date the declaration of correctness and completeness on each form submitted.

1. For “Quarter/Year”: fill in months and year in this format Jan to Mar 2008/ Q1.
2. “Name of Producer”: must be as reflected on the permit/right or other applicable authorisation.
3. Fill in current contact details in the spaces provided.
4. The Registration number or client code is issued by the Regulator to producers that have been registered with the Regulator. To obtain a registration number, fill in and submit form REG1 to the Regulator. Form REG1 can also be found in the Regulator’s website www.sadpmr.co.za.
5. A producer must submit the required details for each transaction relating to unwrought or semi-fabricated precious metal disposed of/sold. **Only precious metal produced by the producer concerned must be reflected here. Any other**

precious metal obtained and disposed of/sold under a different licence/permit/certificate must be reflected on the relevant form for such licence/permit/certificate.

6. For each unwrought precious metal transaction the following information should be captured on the register:
- The date of the transaction
 - The name and address of the buyer
 - The mining right, registration, license or permit number of the buyer
 - The nature of the precious metal involved (type of metal and its form (e.g. plate, wire, bar etc.)),
 - Fine mass/weight of the metal sold(in grams or kilograms)
 - The price (if any money is exchanged during the transaction) in Rands at which the metal was sold

Note:

- The types of precious metals are gold, platinum, palladium, rhodium, iridium, osmium and ruthenium,
To save space in filling the form, the chemical symbols should be used in place of the full metal names
- For all paper transactions such as in cases where a company buys precious metals but the metals are delivered to a third party by the seller, then when recording these transactions the buyer should indicate that it the transaction is a paper transaction by including the superscript Pa in the cell under the price column.

Metal Type	Symbol
Gold	Au
Platinum	Pt
Palladium	Pd
Rhodium	Rh