

9. If metal was exported rather than sold in South Africa, please state that it was exported on this form and also reflect such transaction/s in the export declaration form (PMR 8).
10. In the space provided in the bottom-right corner insert the page number and the total number of pages of this form submitted.
11. **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).**

**GUIDELINES FOR COMPLETING AND SUBMITTING  
THE REFINING LICENSE HOLDER'S PRECIOUS  
METAL PRESCRIBED REGISTER – PMR 2**

## General Instructions:

These instructions and guidelines relate to the completion and submission of prescribed forms by holders of refining licenses

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](http://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.

- i. Space is provided in the register for articles that contain more than one precious metal
- ii. The fine mass of the precious metal in the article/product, is determined by multiplying the gross weight of the article/product by its precious metal percent content. e.g. for a 100 g 18ct gold alloy then the fine mass of gold is calculated like this:

$$100g \times \frac{18}{24} = 75g$$

8. 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.

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$$100g \times \frac{18}{24} = 75g$$

### Precious Metal disposed of/sold Column

- For transactions involving semi-fabricated precious metals, fill in the month the transactions occurred.
- The name, address and license, permit or mining rights number of the buyer
- The nature of the precious metal involved, which is the form and the total mass of the article (e.g. 20g 18ct gold alloy)
- Fine mass/weight of the metal (in grams or kilograms) or percentage composition.

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.

following information should be captured on the register:

### **Precious Metal Received/Bought Column**

- For transactions involving semi-fabricated precious metals, fill in the month the transactions occurred.
- The name, address and license, permit or mining rights number of the seller
- The nature of the precious metal involved, which is the form and the total mass of the article (e.g. 20g 18ct gold alloy)
- Fine mass/weight of the metal (in grams or kilograms) or percentage composition.
  - i. Space is provided in the register for articles that contain more than one precious metal
  - ii. The fine mass of the precious metal in the article/product, is

- Fine mass/weight of the metal (in grams or kilograms) or percentage composition.
  - i. Space is provided in the register for articles that contain more than one precious metal
  - ii. The fine mass of the precious metal in the article/product, is determined by multiplying the gross weight of the article/product by its precious metal percent content. e.g. for a 10 kg article containing 50% gold then fine mass of gold in the article is calculated like this:

$$10kg \times \frac{50}{100} = 5kg$$

- The price (if any money is exchanged during the transaction) in Rands at which the metal was sold
7. For semi-fabricated precious metal transactions all the transactions will be totalled by article/product type and buyer/seller. The

## 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 2009.
2. “Name of Licensee”: must be as reflected on the holder’s licence.
3. Fill in current contact details in the spaces provided.
4. The Registration number or client code is issued by the Regulator to holders that have been registered with the Regulator. If the registration number has not been obtained as yet, fill in the licence number for this submission and a registration number will be sent to you.
5. A licensee must submit the required details for transactions relating to unwrought or semi-fabricated precious metal received/bought and disposed of/sold.

6. For each unwrought precious transaction the following information should be captured in the register:

#### **Precious Metal Received/Bought Column**

- For transactions involving unwrought precious metals, fill in the date of the transaction
- The name, address and license, permit or mining rights number of the seller
- The nature of the precious metal involved, which is the form and the total mass of the article (e.g. 200 kg scrap)
- Fine mass/weight of the metal (in grams or kilograms) or percentage composition.
  - i. Space is provided in the register for articles that contain more than one precious metal
  - ii. The fine mass of the precious metal in the article/product, is determined by multiplying the gross weight of the article/product by its precious metal percent

content. e.g. for a 200 kg article containing 2% gold then fine mass of gold in the article is calculated like this:  $200kg \times \frac{2}{100} = 4kg$

- The price (if any money is exchanged during the transaction) in Rands at which the metal was sold

#### **Precious Metal Disposed of/Sold Column**

- For transactions involving unwrought precious metals, fill in the date of the transaction
- The name, address and license, permit, certificate or mining rights number of the buyer
- The nature of the precious metal involved, which is the form and the total mass of the article (e.g. 200g scrap)