

# **SAMANCOR CHROME LIMITED**

(Registration No. 1926/008883/06)

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

**samancor** 

## **SAMANCOR CHROME LIMITED**

Samancor was created in 1975 through the merger of SA Manganese Limited and African Metals Corporation Limited (Amcor). Samancor Limited was delisted from the Johannesburg Stock Exchange in December 1998 by BHP Billiton (60%) and Anglo American Corporation of South Africa Limited (40%). BHP Billiton and Anglo American Corporation sold the company to Kermas Limited (BVI). Until April 2006, the company consisted of two totally independent operating divisions, Samancor Manganese and Samancor Chrome and was jointly owned by BHP Billiton (60% shareholding) and Anglo American Corporation of South Africa Limited (40% shareholding). BHP Billiton and Anglo disposed their chrome interest in Samancor in 2005 and Samancor Limited subsequently changed its name to Samancor Chrome Limited, becoming a wholly owned subsidiary of Samancor Chrome Holdings. The current majority shareholder of Samancor Chrome Holdings is Africa Chrome Limited.

Samancor Chrome comprises two chromite mining operations situated in and around Rustenburg (commonly referred to as Western Chrome Mines, or "WCM") and in and around Steelpoort (commonly referred to as Eastern Chrome Mines, or "ECM") and six ferrochrome smelting works situated in Emalahleni, known as Ferrometals, Middelburg, known as Middelburg Ferrochrome, in and around Steelpoort, known as Tubatse Ferrochrome and Tubatse Alloy respectively, Brits, known as Dikwena Chrome and Mooinooi, known as TC Smelter.

Samancor Chrome has entered into various joint ventures which are operated from Samancor Chrome's mining and ferrochrome smelting works. The relevant joint ventures are: NST Ferrochrome Proprietary Limited; Crometals Proprietary Limited; Middelburg Steel and Alloys Proprietary Limited; Tubatse Chrome Proprietary Limited; Tubatse Chrome Minerals Proprietary Limited, Tubatse Alloy Proprietary Limited, Poschrome Proprietary Limited and the Elkem Ferroveld Joint Venture.

Samancor Chrome Limited has subsidiaries and other associated private bodies (all referred to as "the Group Companies") which are listed in Part VI of this manual. The records of these subsidiaries and other private bodies are kept and administered by Samancor Chrome Limited and are covered by this manual.

**PART I**

The following information is supplied in accordance with section 51(1)(a) of the Act.

<b>Name of the Private Body</b>	Samancor Chrome Limited
<b>Registration No.</b>	1926/008883/06
<b>Head of the Private Body</b>	Desmond McManus
<b>Physical Address</b>	Block A Cullinan Place Cullinan Close Morningside Sandton
<b>Postal Address</b>	Postnet Suite 803 Private Bag X9 Benmore 2010
<b>Website Address</b>	<a href="http://www.samancorcr.com">www.samancorcr.com</a>
<b>Telephone Number</b>	(011) 245 1000
<b>Telefax Number</b>	(011) 245 1200
<b>Designated Information Officer</b>	Maretha Steyn Senior Group Legal Counsel
<b>Telephone Number</b>	+27 11 245 1031
<b>Telefax Number</b>	N/A
<b>E-mail Address</b>	<a href="mailto:maretha.steyn@samancorcr.com">maretha.steyn@samancorcr.com</a>
<b>Designated Deputy Information Officer (1)</b>	Jan-Gerhard Oosthuysen Group Legal Counsel
<b>Telephone Number</b>	+27 11 245 1058
<b>Telefax Number</b>	N/A
<b>Email Address</b>	<a href="mailto:jan-gerhard.oosthuysen@samancorcr.com">jan-gerhard.oosthuysen@samancorcr.com</a>
<b>Designated Deputy Information Officer (1)</b>	Ntombi Makwela Group Legal Counsel
<b>Telephone Number</b>	+27 11 245 1160
<b>Telefax Number</b>	N/A
<b>Email Address</b>	<a href="mailto:ntombi.makwela@samancorcr.com">ntombi.makwela@samancorcr.com</a>

## **PART II**

The following information is supplied in accordance with section 51(1) of the Act.

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 protect any right in terms of this Act.

This Guide contains the following information:

- The objects of the Act;
- Particulars of the information officer of every public body;
- Particulars of every private body as are practicable;
- The manner and form of a request for access to information held by a body;
- Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
- All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
- Schedule of fees to be paid in relation to requests for access to information;
- Regulations made in terms of the Act.

Copies of the Guide will be available from the SAHRC following its publication. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

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

Telephone: (011) 484 8300

Fax: (011) 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

Email: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

**PART III**

The following information is supplied in accordance with section 51(1)(c) of the Act

Categories of records which are available without a person having to request access in terms of this Act:

NONE.

## **PART IV**

The following information is supplied in accordance with section 51(1)(d) of the Act

A. Where applicable to our operations, information is also available in terms of certain provisions of the following statutes, including, but not limited to and as amended from time to time:

- National Environmental Management: Air Quality Act 39 of 2004;
- Basic Conditions of Employment Act No. 75 of 1997;
- 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 the Republic of South Africa Act No. 108 of 1996;
- Customs and Excise Act No. 91 of 1964;
- Electronic Communications and Transaction Act No. 25 of 2002;
- Employment Equity Act No. 55 of 1998;
- Environmental Conservation Act No. 73 of 1989;
- National Health Act 61 of 2003;
- Income Tax Act No. 58 of 1962;
- Labour Relations Act No. 66 of 1995;
- Mine Health and Safety Act No. 29 of 1996;
- Mineral and Petroleum Resources Development Act No. 28 of 2002;
- National Environmental Management Act No. 107 of 1998;
- National Road Traffic Act No. 93 of 1996;
- National Water Act No. 36 of 1998;
- Occupational Health and Safety Act No. 85 of 1993;
- Physical Planning Act No. 125 of 1991;
- Road Transportation Act No. 74 of 1977;
- Skills Development Act No. 97 of 1998;
- Skills Development Levies Act No. 9 of 1999;
- Standards Act No. 8 of 2008; and
- Unemployment Insurance Act No. 63 of 2001.

B. Where applicable to our operations, we also retain records and documents in terms of the following statutes, including but not limited to, and as amended from time to time:

- National Environmental Management: Air Quality Act No. 39 of 2004;
- Basic Conditions of Employment Act No. 75 of 1997;
- Companies Act No. 61 of 1973;
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993;
- Customs and Excise Act No. 91 of 1964;
- Electronic Communications and Transaction Act No. 25 of 2002;
- Employment Equity Act No. 55 of 1998;

- Explosives Act No. 26 of 1956 to be repealed by Act 15 of 2003 on future date;
- Health Act No. 63 of 1977;
- Income Tax Act No. 58 of 1962;
- Labour Relations Act No. 66 of 1995;
- Occupational Health and Safety Act No. 85 of 1995;
- Skills Development Act No. 97 of 1998;
- Mine Health and Safety Act No. 29 of 1996;
- Mineral and Petroleum Resources Development Act No. 28 of 2002;
- National Environmental Management Act No. 107 of 1998;
- National Road Traffic Act No. 93 of 1996;
- National Road Traffic Act No. 54 of 1971;
- National Water Act No. 36 of 1998;
- Occupational Diseases in Mines & Works Act No. 78 of 1973;
- Occupational Health and Safety Act No. 85 of 1993;
- Physical Planning Act No. 125 of 1991;
- Road Traffic Act No. 29 of 1989;
- Road Transportation Act No. 74 of 1977;
- Regional Services Act No. 109 of 1995;
- Skills Development Act No. 97 of 1998;
- Skills Development Levies Act No. 9 of 1999;
- Stamp Duties Act No. 77 of 1968;
- Standards Act No. 8 of 2008;
- Trust Property Control Act No. 57 of 1988; and
- Valued-Added Tax Act No. 89 of 1991.

## **PART V**

The following information is supplied in accordance with section 51(1)(e) of the Act.

The Company holds the following categories of information:

<b>CATEGORY</b>	<b>RECORDS</b>
<b>Commercial</b>	<b>Agreements</b> <b>Audits</b> <b>Correspondence with vendors</b> <b>Securities (bonds and bank guarantees)</b> <b>Policies and procedures</b> <b>Tender information</b> <b>Vendor assessment documentation</b>
<b>Company Secretarial and Risk Management</b>	<b>Annual financial statements</b> <b>Annual reports</b> <b>Approval framework</b> <b>Certificate of incorporation</b> <b>Foreign exchange dealings</b> <b>Insurance records</b> <b>Internal audit reports</b> <b>Memorandum and articles of association</b> <b>Minutes of meetings</b> <b>Policies and procedures</b> <b>Register of directors, auditors and officers</b> <b>Resolutions</b> <b>Statutory company records and returns</b>
<b>Exploration</b>	<b>Geological data (including analytical results)</b> <b>Geological information comprising:</b> <ul style="list-style-type: none"><li>▪ <b>Borehole logs;</b></li><li>▪ <b>Geological reports; and</b></li><li>▪ <b>Maps and plans</b></li></ul>
<b>Finance &amp; Admin &amp; Treasury</b>	<b>Accounting records</b> <b>Annual financial statements</b> <b>Asset register</b> <b>Bank statements</b> <b>Banking details and bank account records</b> <b>Budget records</b>



CATEGORY	RECORDS
	<p>Generally Accepted Accounting Practice  Group Accounting policy manual  Policies and Procedures  Regional Services and Council returns  SARS reports and tax and VAT returns</p>
<p>Health Safety &amp; Environment</p>	<p>Annual sustainability reports  Environmental procedures  Health, safety, environment, community &amp; quality policy  Incident reports  ISO certification  Permits, licences, approvals, exemptions, authorisations, applications &amp; registrations  Policies and procedures  Reports of compliance to relevant authorities  Risk control documentation  Statutory appointments  Environmental Impact Assessment (2014) and Financial Regulation (2015) Regulations Compliance (website)</p>
<p>Human Resources</p>	<p>Agreements (including agreements with service providers)  Applications for employment  Appointments  Audits</p>
	<p>Benefit arrangements rules and records  Bursary scheme records  Communications booklets, brochures, newsletters and other literature  Compensation for occupational injuries  Deferred compensation  Disciplinary procedure  Employee assistance programme  Employee benefits  Employee Information  Employment equity plans, returns and reports  Facilities management  Forms and applications  Group Life assurance cover</p>

CATEGORY	RECORDS
	<p>Health centre service and procedures</p> <p>Housing guarantees and bond cover</p> <p>Learnerships</p> <p>Maintenance, safety and security</p> <p>Medical aid rules</p> <p>Motor vehicle scheme</p> <p>Pension and provident fund records</p> <p>Policies, codes, rules and procedures</p> <p>Professional society membership</p> <p>Remuneration policy and reports</p> <p>Skills development returns and reports</p> <p>Standard letters and notices</p> <p>Study assistance</p> <p>Training plans and procedures</p> <p>Unemployment Insurance cover (UIF)</p> <p>Workplace and union agreements and records</p>
<p>Legal</p>	<p>Contracts</p> <p>Litigation records</p> <p>Opinions</p> <p>Policies and procedures</p>
<p>Marketing</p>	<p>Agreements</p> <p>Business plans and forecasts</p> <p>Customer information</p> <p>Published information on competitors</p> <p>Published trade statistics</p> <p>Crude steel production: figures and forecasts</p>
<p>Mineral Rights</p>	<p>Mineral leases</p> <p>Mining contracts</p> <p>Title deeds</p> <p>Prospecting Rights</p> <p>Mining Rights</p> <p>Mineral Cessions</p> <p>Water Licenses</p> <p>Property leases</p> <p>Exploration agreements</p>

CATEGORY	RECORDS
	<b>Permits / authorisations / exemptions</b> <b>Environmental Impact assessments</b>
<b>Rehabilitation</b>	<b>Acceptance letters and undertakings to comply with their duties by the Trustees:</b>  <b>Certificates of estimates of costs for compliance for rehabilitation obligations by beneficiaries</b> <b>Letters of executorships</b> <b>Minutes of meetings of trustees</b>
<b>Other</b>	<b>Audits and assessments</b> <b>Business development records</b> <b>Drawings and specifications</b> <b>Engineering records and specifications</b> <b>Licenses</b> <b>Maintenance records</b> <b>Patents</b> <b>Policies and procedures</b> <b>Production records</b> <b>Reports</b> <b>Trade Marks</b> <b>Trade Names and/or product names</b>

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## **PART VI**

### **Subsidiaries of Samancor Chrome Limited and associated private bodies covered by this Manual**

<b>Private Body</b>	<b>Registration No.</b>
<b>Batlhako Ferrochrome Proprietary Limited</b>	<b>1985/070455/07</b>
<b>Braklands Properties Proprietary Limited</b>	<b>1972/007253/07</b>
<b>Crometals Proprietary Limited</b>	<b>1973/004916/07</b>
<b>Ferroveld Partnership</b>	<b>N/A</b>
<b>Henry Gould Proprietary Limited</b>	<b>1953/000691/07</b>
<b>Marico Chrome Corporation Proprietary Limited</b>	<b>1978/005144/07</b>
<b>Middelburg Steel &amp; Alloys Proprietary Limited</b>	<b>1955/001490/07</b>
<b>Middelburg Technochrome Proprietary Limited</b>	<b>1995/004092/07</b>
<b>NST Ferrochrome Proprietary Limited</b>	<b>1971/010987/07</b>
<b>Poschrome Proprietary Limited</b>	<b>1996/008582/07</b>
<b>Waterkloof Mines Proprietary Limited</b>	<b>1957/004219/07</b>
<b>Tubatse Chrome Proprietary Limited</b>	<b>2006/036994/07</b>
<b>Tubatse Chrome Minerals Proprietary Limited</b>	<b>2006/028430/07</b>
<b>TC Smelters Proprietary Limited</b>	<b>2015/356496/07</b>
<b>Tubatse Alloy Proprietary Limited</b>	<b>2015/356066/07</b>
<b>Dikwena Chrome Proprietary Limited</b>	<b>2018/239983/07</b>

**Separate Manuals have been produced by the following associated private bodies:**

- **Samancor Pension Fund (No. PF 12/8/37727)**
  - **Samancor Provident Fund (No. PF 12/8/37714)**
  - **Samancor Group Provident Fund (FSB Registration No. 12/8/24225/1)**
  - **The Samancor Rehabilitation Trust (No. IT 6256/98)**
  - **The Samancor Lesedi Environmental Trust (No. IT 003233/2016)**
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## **PART VII**

### **Copyright**

Where copyright subsists in the information and other resources contained in this Manual, the Company is the holder thereof and its use will not be permitted in the absence of written permission by a duly authorised officer as listed herein.

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### **Liability**

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The Group Companies and other entities whose details appear herein absolutely reserve the right to disclose information that is the subject of a request where there are grounds for refusal of access to such records in terms of chapter 4 of the Act.

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