



## ENQUIRY TO TRADE - DEPOSITING OF MINED GOLD

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Thank you for your interest to trade with Rand Refinery. The requirements and procedure to initiate an application to trade with Rand Refinery are listed below:

### REQUIRED INFORMATION FOR THE DEPOSITING OF MATERIAL FOR REFINING OR SMELTING

1. Rand Refinery is primarily a gold and silver refiner and while deposits may contain base metals and platinum group metals, these other metals will not be paid for.
2. Bullion deposits that have been produced from by-product processing, must be accompanied by documentation that verifies the origin.
3. Rand Refinery acts as an agent only and never takes ownership of any metal. Metal will be refined or smelted and sold into the bullion market on the customer's behalf.
4. Rand Refinery will only contemplate refining and smelting transactions with customers from countries which are:
  - Not subject to international embargoes or sanctions and not deemed to be the origin of conflict minerals or a corridor for the trans-border movement of such minerals.

Please refer to the following:

- OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict Affected and High Risk Areas (Supplement on Gold)
  - LBMA Responsible Gold and Silver Guidances.
5. Rand Refinery only transacts on a principal-to-principal basis and does not transact through intermediaries or third parties.
  6. Rand Refinery will only transact in terms of a formal signed agreement with the OWNER of the gold. The owner of the gold must be a registered company; an individual cannot register in his/her private capacity.



## LOCAL CUSTOMERS

Local customers need to have either of the following permits:

- Refining permit – issued by the South African Diamond and Precious Metals Regulator (S.A.D.P.M.R.)
- Beneficiation permit – issued by the S.A.D.P.M.R.
- Jeweller's permit – issued by the S.A.D.P.M.R.
- Authorised Dealer – issued by the S.A.D.P.M.R.
- Certificate – issued by the S.A.D.P.M.R.
- Import permit should they wish to import gold – only issued by the S.A.D.P.M.R. if the customer has a refining permit
- Mining permit – issued by Department of Mineral Resources
- Second-hand Goods Certificate

## INTERNATIONAL CUSTOMERS

International customers need to have one or more of the following valid permits / licenses:

- Export permit
- Mining permit
- Gold buyers permit
- Certificate of Origin
- Certificate of Ownership
- Or the permit/license issued by the country of origin to allow the customer to trade in precious metals

Only if the above criteria are met; please PROCEED and POPULATE our Pre-KYC Form, this may be submitted along with other queries to the Sourcing Department at Rand Refinery at [sourcing@gold.co.za](mailto:sourcing@gold.co.za)

*Disclaimer: Kindly note Rand Refinery doesn't guarantee that it will trade with a customer on receipt of the customer's application to trade or after the Enhanced Due Diligence and KYC process has been completed. Rand Refinery is required to carry out a comprehensive KYC process and its Customer Credit Risk Committee needs to determine whether you are a qualifying customer. Rand Refinery also does not guarantee any pricing or volumes of trade should an application to trade be successful.*



# PRE-KYC APPLICATION

## BUSINESS INFORMATION

Company Name \_\_\_\_\_

Nature of Business \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email/Web address \_\_\_\_\_

What product does your company want to deposit?

\_\_\_\_\_  
\_\_\_\_\_

What is the country of origin of the material?

\_\_\_\_\_  
\_\_\_\_\_



## AML (ANTI-MONEY LAUNDERING)

Does your company have written Anti-money laundering policies and procedures to combat money laundering and the financing of terrorism according to AML related local and international laws?	Yes	No	N/A
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## KNOW YOUR CUSTOMER AND DUE DILIGENCE PROCEDURES

Has your company implemented processes for the identification of suppliers/customers/clients?	Yes	No	N/A
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## RESPONSIBLE GOLD PROCEDURES

Did your company established policies and procedures which is consistent with the standards set below:

LBMA Responsible Gold and Silver Guidances	Yes	No	N/A
OECD Due diligence Guidance for Responsible Supply Chains of Minerals from Conflict Affected and High Risk Areas and Supplement on Gold	Yes	No	N/A
Dodd Frank Act Section 1502	Yes	No	N/A

Name \_\_\_\_\_

Position \_\_\_\_\_

Authorised Signature \_\_\_\_\_

Place and Date \_\_\_\_\_

Company Stamp \_\_\_\_\_



## APPLICANT ACKNOWLEDGEMENT AND CONFIRMATION IN TERMS OF POPIA

### INTRODUCTION

The Protection of Personal Information Act 4 of 2013 ("POPIA") aims to give effect to the constitutional right to privacy by balancing the right to privacy against that of access to information. POPIA requires that personal information pertaining to individuals and juristic persons be processed lawfully and in a reasonable manner that does not infringe on the right to privacy.

This acknowledgement and confirmation form sets out how personal information will be collected, used and protected by Rand Refinery as required by POPIA. The use of the words "the Applicant" for the purposes of this Application shall be a reference to any individual/juristic person communicating with Rand Refinery and/or concluding any agreement, registration or application, with the inclusion of each individual referred to or included in terms of such agreement, registration or application.

POPIA focuses on where the processing of personal information occurs and not where the data subject (the Applicant) is located and as such, Rand Refinery is required to comply with POPIA as it is domiciled in South Africa and processes personal information in South Africa.

### WHAT IS PERSONAL INFORMATION

POPIA defines "Personal Information" (PI) as the race, gender, sex, pregnancy, marital status, national or ethnic origin, colour, sexual orientation, age, physical or mental health, disability, religion, conscience, belief, culture, language and birth of a person; information relating to the education or the medical, financial, criminal or employment history of the person; any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person; the biometric information of the person; the personal opinions, views or preferences of the person; correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence; the views or opinions of another individual about the person whether the information is recorded electronically or otherwise.

In addition, the particular mandate and operations of Rand Refinery may result in the processing of "Special Personal Information" as defined in POPIA, which may be highly sensitive information relating to religious beliefs, political affiliations, race and ethnic origin, health, sex life and biometric information. Where information constitutes such Special Personal Information, or is reasonably likely to include Special Personal Information, attention will be drawn to this and processing will occur in strict compliance with POPIA.

### PURPOSE OF PROCESSING OF PERSONAL INFORMATION

Rand Refinery will take all reasonable steps to protect the Personal Information as detailed in POPIA of applicants and customers. Personal Information will be used for the purpose of performing Know Your Customer Due Diligence and Enhanced Due diligence on the pre-application/Application including ongoing customer due diligence monitoring during the business relationship which may constitute further processing of Personal Information in terms of section 15 of POPIA.



The manner in which Personal Information will be used by Rand Refinery is listed below:

- ✓ Verification of all information provided as per Pre-applications and Application to Trades as relating to Legal Entities and individuals.
- ✓ All information as per the Pre-application and Application process including information not listed on the Pre-application and Application to Trade that is disclosed via any electronic method (email, fax, telephone) will be verified that forms part of the Application process and ongoing monitoring process. This includes all information as per the Compliance documents check list that are submitted.
- ✓ Sanctions (3<sup>rd</sup> party software used with Rand Refinery access).
- ✓ Regulatory Enforcement (3<sup>rd</sup> party software used with Rand Refinery access).
- ✓ Law Enforcement (3<sup>rd</sup> party software used with Rand Refinery access).
- ✓ Political Exposed person or Political Exposed associations (3<sup>rd</sup> party software used with Rand Refinery access).
- ✓ Other Bodies (example FIC penalties & other) (3<sup>rd</sup> party software used with Rand Refinery access and FIC website for public penalty information).
- ✓ Financial crime (3<sup>rd</sup> party software used) (3<sup>rd</sup> party software used with Rand Refinery access).
- ✓ Criminal record (3<sup>rd</sup> party software used with Rand Refinery access) and external service provider.
- ✓ CIPC - all details (CIPC website public search).
- ✓ CIPC – other business interests registered and linked to the ID (CIPC website public search).
- ✓ TransUnion Credit (3<sup>rd</sup> party software used with Rand Refinery access).
- ✓ Tax Compliance via E-filing (Rand refinery E-filing used).
- ✓ Media Monitoring (Public and (3<sup>rd</sup> party software used with Rand Refinery access).
- ✓ Vat no verification (Public Vat Vendor Search – SARS website).
- ✓ Court cases (Publicly available information).
- ✓ Trust verification (external service provider).
- ✓ Verify organisational information and individual information (TransUnion ((3<sup>rd</sup> party software used with Rand Refinery access), CIPC (public information)).
- ✓ Registered Auditor verification (public verification – IRBA Website).
- ✓ All Information included in the Annual /Audited Financial statements (including entities and individual information) – Verification of entities and individuals – CIPC public available information and external service provider; and
- ✓ Identification and Passport verification (3<sup>rd</sup> party software used with Rand Refinery access and external service provider).



## DISCLOSURE OF PERSONAL INFORMATION

The Personal Information that Rand Refinery processes may be disclosed to service providers such as who operate within South Africa or across the borders of South Africa (trans-border flow of information) where Personal Information must be processed in order to provide the information and/or goods and/or services requested or applied for herein. In addition, Personal Information may be disclosed in compliance with Rand Refinery's legal obligations, or where it may be necessary in order to protect Rand Refinery's rights.

In the event that Rand Refinery does disclose Personal Information, it shall take all reasonable steps to ensure that the information is protected by the recipient, including entering into a written contract required by POPIA.

## RIGHTS

The Applicant may withdraw consent to the processing of Personal Information at any time, and should they wish to do so, must provide Rand Refinery's Information Officer with reasonable written notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if Rand Refinery agrees to same in writing.

Rand Refinery specifically draws attention to the fact that the withdrawal of consent may result in it being unable to provide the requested information and/or goods and/or services. Further, please note that the revocation of consent is not retroactive and will not affect disclosures of personal information that have already been made.

An Applicant has the right to ask Rand Refinery to amend or delete their Personal Information on reasonable grounds.

In order to withdraw consent, or otherwise request an amendment or deletion of Personal Information, please contact Rand Refinery's Information Officer at [ Refinery Road, Industries West, Germiston 1400 or on email [sourcing@gold.co.za](mailto:sourcing@gold.co.za) ].

Where Personal Information has changed in any respect, the Applicant is encouraged to notify Rand Refinery so that our records may be updated. Rand Refinery will largely rely on the Applicant to ensure that Personal Information is correct and accurate.

The Applicant has the right to access any Personal Information that Rand Refinery may have in its possession and is entitled to request the identity of any third parties which have received and/or processed such Personal Information, as well as the details of how that information was collected. Requested information will be provided within a reasonable time but may be declined on reasonable and/or legal grounds.

### Requesting access and lodging of complaints –

Please submit any requests for access to Personal Information in writing to Rand Refinery's Information Officer at [ Refinery Road, Industries West, Germiston 1400 or on email to Mr. Johan Laas, [Johanl@gold.co.za](mailto:Johanl@gold.co.za) ].

With any request for access to Personal Information, Rand Refinery will require the individual to provide Personal Information in order to verify identification and therefore the right to access the information.

There may be a reasonable charge for providing copies of the information requested.

If any request has not been addressed to satisfaction a complaint may be lodged at the office of the Information Regulator.



**CONSENT AND PERMISSION**

I/We hereby provide authorisation to Rand Refinery to process the Personal Information provided herein for the purpose stated, which purpose has been fully explained above (including any further processing which may be required and is incompatible with purpose of initial collection).

I/We understand that withholding of or failure to disclose Personal Information will result in Rand Refinery's records being incomplete and may negate any performance on the part of Rand Refinery.

Where I/we shared Personal Information of individuals other than myself/ourselves with Rand Refinery, I/We hereby provide consent on their behalf to the collection, use and disclosure of their Personal Information in accordance with this consent provided and I/we warrant that I/we am/are authorised to give this consent on their behalf. To this end, I/we indemnify and hold Rand Refinery harmless in respect of any claims by any other person on whose behalf I/we have consented, against Rand Refinery should they claim that I/we was/were not so authorised.

I/We understand that in terms of POPIA, there are instances where my/our express consent is not necessary in order to permit the processing of Personal Information, which may be related to police investigations, litigation or where Personal Information is publicly available. I will not hold Rand Refinery responsible for any improper or unauthorised use of Personal Information that is beyond its reasonable control.

**SIGNED CONSENT**

I/We hereby accept that I/we understand the purpose and the manner on how my /our Personal Information will be used for the purpose of Know Your Customer Due Diligence and Enhanced Due diligence on the pre-application/Application including ongoing customer due diligence monitoring during the business relationship.

<b>NAME /SURNAME</b>	
<b>AUTHORIZED SIGNATURE</b>	