



**PAIA (PROMOTION OF ACCESS TO INFORMATION ACT)
MANUAL**

OF

CALEDONIA MINING SOUTH AFRICA PROPRIETARY LIMITED
(herein referred to as “CMSA”)

COMPANY REGISTRATION NUMBER:
1993/000540/07

REGISTERED OFFICE:
50 Constantia Boulevard; 1 Quadrum Office Park; Floor 4; Floracliffe

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, 2 of 2000, as read with the Protection of Personal Information Act, 4 of 2013

Last updated: October 2025

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INTRODUCTION

The Promotion of Access to Information Act No. 2 of 2000 (**PAIA**) came into operation in November 2001. Section 51 of PAIA requires that CMSA, as a private body, compile a manual giving information to the public on the records held by CMSA and the procedure to be followed in requesting information from CMSA for the purpose of exercising or protecting rights.

This manual (this **Manual**) has been compiled in accordance with the requirements of PAIA, read with the relevant sections of the Protection of Personal Information Act No. 4 of 2013 (**POPIA**), and has been implemented to provide a reference to the records held by CMSA.

A copy of this Manual is available for inspection at the head office of CMSA (at the address specified above), **is available on the website of** Caledonia Mining Corporation, and will be made available to the Information Regulator on request.

CMSA provides technical and administrative services to the Caledonia Mining Corporation Plc's (**CMC**) group entities, as well as procurement and exportation of inventory and capital goods for its fellow subsidiary, Blanket Mine (1983) (Private) Limited (Incorporated in Zimbabwe) (**Blanket Mine**).

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SECTION A - OUR DETAILS AND CONTACT PERSON

The Chief Information Officer of the Company, Ms. Leonet Steyn, has been authorised to act as the head of the Company for purposes of PAIA and is the Company's registered information officer for purposes of POPIA (the **Information Officer**).

Requests for access to records of the Company pursuant to the provisions of PAIA should be directed to the Information Officer as follows:

Information Officer	Leonet Steyn
Telephone Number	+27825530372
Email address	LSteyn@caledoniamining.com

SECTION B – GUIDE ON HOW TO USE PAIA

PAIA grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request for information from CMSA, the public body must be acting in the public interest. Requests in terms of PAIA shall be made in accordance with the prescribed procedures, at the rates provided.

The Information Regulator has, in terms of section 10(1) of PAIA, updated and made available a revised guide on how to use PAIA (the **Guide**), in an easily and comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

The Guide is available in each of the official languages and in braille. The Guide contains a description of:

- (i) the objects of PAIA and POPIA;
- (ii) the postal and street address, phone and, if available, electronic mail address of the information officer and deputy information officer of every public body;
- (iii) the manner and form of a request for access to a record of a public body contemplated in section 11 of PAIA, and access to a record of a private body contemplated in section 50 of PAIA;
- (iv) the assistance available from the information officer of a public body in terms of PAIA and POPIA;
- (v) the assistance available from the Information Regulator in terms of PAIA and POPIA;
- (vi) all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging (a) an internal appeal, (b) a complaint to the Information Regulator, and (c) an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Information Regulator or a decision of the head of a private body;
- (vii) the provisions of sections 14 and 51 of PAIA requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- (viii) the provisions of sections 15 and 52 of PAIA providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- (ix) the notices issued in terms of sections 22 and 54 of PAIA regarding fees to be paid in relation to requests for access; and
- (x) the regulations made in terms of section 92 of PAIA.

Members of the public can inspect or make copies of the Guide from the offices of the Information Regulator, during normal working hours. The Guide can also be obtained from the website of the Information Regulator (<https://infoeregulator.org.za/>). A copy of the Guide is also available upon request to the Information Officer of CMSA, in the following two official languages, for public inspection during normal office hours at CMSA's offices: English and Afrikaans.

The contact details for the Information Regulator are (at present) as follows:

The Information Regulator (South Africa)

Woodmead North Office Park, Maxwell Drive, Woodmead, Johannesburg, 2191

Telephone number: +27 010 023 5200 / +27 82 746 4173

Website: <https://infoeregulator.org.za/>

E-mail: enquiries@infoeregulator.org.za / PAIAComplaints@infoeregulator.org.za

SECTION C - INFORMATION AVAILABLE IN TERMS OF PAIA

1. Policy regarding confidentiality and access to information

CMSA will protect the confidentiality of information provided to it by third parties, subject to its obligations to disclose information in terms of any applicable law or regulation or a court order requiring disclosure of information. If access is requested to a record that contains information about a third party, CMSA is obliged to attempt to contact such third party to inform him/her/it of the request.

CMSA will give the third party an opportunity of responding by either consenting to the access or by providing reasons why the access should be denied. In the event that the third-party furnishes reasons in support or denial of access, the Information Officer will consider these reasons in determining whether access should be granted to the requestor or not.

2. Records automatically available [section 51(1)(b)(ii)]

Certain records are automatically available without a person having to request access in terms of the request procedures set out in PAIA and detailed below in this Manual.

Subject to the provisions of PAIA, these records may be inspected, collected, purchased or copied at the offices of CMSA and, unless the records are available online, an appointment to view the records will have to be made with the Information Officer.

Categories of records of CMSA that are automatically available to a person at the registered office of CMSA, on payment of the prescribed fee for reproduction but without having to request access in terms of PAIA, are (see in addition the attached **Annexure A: Section 52(1) Notice of PAIA read with section 51(1)(b)(ii)**):

- Records of CMSA lodged in terms of government requirements and which are publicly available;
- Incorporation documents;
- Annual reports
- B-BBEE certificate, if applicable;
- Financial reports;
- Public statements and communications; and
- General information pertaining to CMSA.

3. Records available in terms of legislation [section 51(1)(b)(iii)]

Records are kept by CMSA in accordance with, and are available in terms of, certain legislation that applies to CMSA from time to time. These records may in certain instances only be accessed by the persons specified in the relevant legislation.

In terms of legislation, CMSA holds details and/or information:

- (i) of its own registration, together with its financial statements, information pertaining to its directors and shareholders and other corporate information required to be retained in terms of the Companies Act, 2008;
- (ii) relating to its tax affairs in terms of the Income Tax Act, 1962 (the **ITA**), the Tax Administration Act, 2011, the Value Added Tax Act, 1991 as well as the Unemployment Insurance Contributions Act, 2002 and the Skills Development Levies Act, 1999, to the extent applicable;
- (iii) pertaining to its employees as required in terms of applicable employment and other relevant legislation including the Basic Conditions of Employment Act, 1997, the Labour Relations Act, 1995, the Employment Equity Act, 1998 (the **EEA**), the Occupational Health and Safety Act, 1993, the Compensation for

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Occupational Injuries and Diseases Act, 1993, the Immigration Act, 2002 and the ITA; and

- (iv) pertaining to its suppliers, investors and/or shareholders where required in terms of the Financial Intelligence Centre Act, 2001.

In addition to the above, CMSA may also hold records in terms of other legislation including but not limited to the following:

- Competition Act, 2008
- Constitution of South Africa Act, 1996
- Employment Tax Incentive Act, 2013
- PAIA
- Promotion of Equality and Prevention of Unfair Discrimination Act, 2000
- Private Security Industry Regulation Act, 2001
- Skills Development Act, 1997
- Unemployment Insurance Act, 2001
- Customs and Excise Act, 1964
- Customs and Excise Amendment Act, 2014
- Customs Control Act, 2014
- Broad-Based Black Economic Empowerment Act, 2003
- Financial Markets Act, 2012
- Financial Markets Control Act, 1989

While CMSA has used its best endeavors to provide a list of applicable legislation it is possible that the above list may be incomplete. Wherever it comes to CMSA's attention that existing or new legislation allows a requester access on a basis other than that set out in PAIA or POPIA, we shall update the list accordingly.

ACCESS TO RECORDS

For purposes of facilitating a request in terms of PAIA, the information below includes a description of the subjects on which CMSA holds records and the categories into which these fall. This information is not exhaustive and may be amended from time to time.

The records listed below, access to which needs to be requested in terms of PAIA, will not in all instances be provided to a requester. In other words, the below records are not automatically available and access to them is subject to the nature of the records requested, as well as the grounds for refusal as set out in PAIA that may be applicable to a request for such records. The procedure in terms of which such records may be requested from **CMSA** is set out below. No request shall be accepted telephonically nor shall any information be supplied telephonically. Only the Information officer appointed shall have the mandate to disclose information in terms of this manual.

4. Subjects and categories of records held by CMSA [section 51(1)(b)(iv)]

The list(s) below depict records of information which CMSA has available in terms of laws applicable to it. Some of this information and the access thereto may be restricted as set out above.

STATUTORY COMPANY INFORMATION:

- a. Certificate of incorporation;
- b. Registration certificate and other registration records;
- c. Certificate of change of name (where required);
- d. Memorandum of incorporation;
- e. Minutes of board and sub-committee meetings;

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- f. Resolutions passed;
- g. Share registers & certificates;
- h. Company disclosure certificates;
- i. Register of directors and public officers;
- j. Directors attendance registers;
- k. Annual financial statements;
- l. Management accounts;
- m. Director reports;
- n. Details of auditors and external auditors reports;
- o. Books of account regarding information required by the Companies Act;
- p. Information pertaining to suppliers and investors as required in terms of the Financial Intelligence Centre Act;
- q. Supporting schedules and documentation relating to management accounts; and
- r. All other forms and notices in terms of the Companies Act.

CORPORATE GOVERNANCE AND MANAGEMENT:

- a. Codes of conduct;
- b. Risk management registers and associated records;
- c. Legal compliance registers and associated records;
- d. Policies and procedures;
- e. Fraud alerts and whistle blowing;
- f. Minutes of meetings of any executive committees
- g. Internal correspondence
- h. Resolutions and directives; and
- i. Internal investigation reports.

ACCOUNTS RECORDS:

- a. Books of accounts including journals and ledgers;
- b. Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange (where required);
- c. Agreements;
- d. Banking records;
- e. Tax records (including VAT, income tax and PAYE records), returns and supporting documentation;
- f. Copies of all income tax returns and other tax returns and documents;
- g. Correspondences;
- h. Management reports;
- i. Budgets;
- j. General ledger and sub-ledgers;
- k. General ledger reconciliations.

STATUTORY EMPLOYEE RECORDS

- a. Organisational information (organisational structure, etc.);
- b. Employees' names and occupations;
- c. Staff records (after date of employment ceases);
- d. Expense accounts;
- e. IRP5 for employee returns;
- f. PAYE records and returns;
- g. Returns to UIF;
- h. Payroll records, including employee payments and benefits (statutory and contractual);
- i. Personnel information and files;

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- j. General terms of employment;
- k. Letters of employment, and other agreements regarding conditions of service;
- l. Leave records;
- m. CV's, application details;
- n. Immigration documentation;
- o. Statutory employee records;
- p. Retirement fund and medical aid records;
- q. Correspondence with or about employees;
- r. Performance management records;
- s. Records of disciplinary hearings and findings;
- t. Records of incapacity proceedings, including medical information;
- u. Budget projections in respect of staff;
- v. Records of occupational injuries and diseases; and
- w. Health and safety assessments.

PROPERTY

- a. Leases;
- b. Asset registers;
- c. Finance and lease agreements; and
- d. Intellectual property registers.

AGREEMENTS, CONTRACTS AND RELATIONSHIPS WITH THIRD PARTIES

- a. Material agreements concerning provision of goods;
- b. Agreements with contractors, suppliers and service providers;
- c. Agreements with customers;
- d. Sale agreements (where required);
- e. Non-disclosure agreements;
- f. Purchase or lease agreements;
- g. Agreements with other stakeholders;
- h. Details of investors, potential investors and sponsors, including contact details, details pertaining to transactions, etc.;
- i. Details of suppliers, contractors, service providers and customers, including contact details, details pertaining to transactions, etc.;
- j. Licenses;
- k. Investor, funder and/or sponsor agreements;
- l. Tender and bid documentation;
- m. General correspondence with suppliers, contractors, suppliers and/or investors; and
- n. Invoices and statements.

INSURANCE

- a. Insurance policies.

INFORMATION TECHNOLOGY

- a. Computer software;
- b. Hardware;
- c. Operating systems;
- d. Telephone exchange equipment;
- e. Telephone lines, leased lines and data lines;
- f. Contracts and agreements, including support and maintenance agreements;

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- g. Records regarding computer systems and programmes;
- h. Research records;
- i. Technical publications and records;
- j. Licenses;
- k. Policies, procedures, standards, templates and guidelines;
- l. Faults, troubleshooting and reporting; and
- m. Security Access.

SALES AND MARKETING

- a. Customers;
- b. Sales; and
- c. Delivery notes.

LOGISTICS AND PROCUREMENT

- a. Dispatch;
- b. Inspection;
- c. Inventory records;
- d. Supplier and contractor agreements;
- e. Purchase orders;
- f. Suppliers details; and
- g. Standard terms and conditions of supply of services and products.

LEGAL

- a. Litigation / pleadings;
- b. Appeals;
- c. Contracts and memoranda of understanding;
- d. Reports;
- e. Regulatory permissions, licenses and/or exemptions.

5. Procedure for requesting access to records

Records held by CMSA may be accessed, on request, only once the requirements for access have been met, and provided there are no grounds on which to refuse the request.

In this regard, a request for access to records held by CMSA in terms of section 53 of PAIA must be made on a form that corresponds substantially with Form 2 of Annexure A to the Regulations Relating to the Promotion of Access to Information, 2021. A copy of the form is set out in **Annexure B** below and can be accessed here: <https://inforegulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form02-Reg7.pdf>.

The request must be made to the Information Officer at the address (including email address) specified above. A request will not automatically be granted.

The requester must comply with all the procedural requirements contained in PAIA relating to the request for access to records. In this regard, the requester must:

- (i) Provide sufficient detail on the prescribed form to enable the Information of CMSA to identify the record and the identity of the requester. The requester must submit details of the capacity in which the requester is making the request and indicate whether the request is made in their own name or on behalf of another person. Proof of identity of the requester must be attached to the request if it is in their own name. If a request is made on behalf of another person or entity, the requester must

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submit details and proof of the capacity in which the requester is making, and authorisation to make, the request, which must be reasonably satisfactory to CMSA;

- (ii) Indicate what type of record she/he/it is requesting and what form and manner of access to the relevant records are required;
- (iii) Provide particulars of the right/s sought to be exercised or protected by accessing the records held by CMSA and explain why the particular record or records requested is or are required for the exercise or protection of that right or those rights; and
- (iv) Provide her/his/its contact details in South Africa.

For the purposes of Form 2, the requester must comply with the procedural requirements in PAIA relating to a request for access to the relevant records.

CMSA may, and in certain instances must, refuse access to records on any of the grounds set out in Chapter 4 of Part 3 of PAIA. These grounds include: (i) that access would result in the unreasonable disclosure of personal information about a third party, (ii) that it is necessary to protect the commercial information of a third party or CMSA itself, (iii) that it is necessary to protect the confidential information of a third party, (iv) that it is necessary to protect the safety of individuals or property, (v) that a record constitutes privileged information for legal proceedings, or (vi) that it is necessary to protect the research information of a third party or CMSA itself.

If all reasonable steps have been taken to find a record that a requester has requested, and there are reasonable grounds for believing that the record is in CMSA's possession but cannot be found, or it does not exist, then the Information Officer (or any person duly authorised by her/him/them) will, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to that record.

The Information Officer must, if a request for access to a record is granted or refused, inform a requester of her/his decision and the fees payable. Any fee payable will be based on the prescribed fees as may apply from time to time (as set out in further detail in **schedule 1** below) and must be paid in advance.

The Information Officer shall withhold a record until the requester has paid the fee or fees as indicated. If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer shall repay the deposit to the requester.

CMSA will make a decision in relation to a request for records within 30 days of receipt of the request, unless a third-party notification and intervention, as contemplated in Chapter 5 of PAIA, applies. This period may also be extended in appropriate circumstances, in accordance with section 57 of PAIA.

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

6. Grounds for Refusal of Access to Records

CMSA has the right to refuse access to information on legal grounds as set out in PAIA which will mainly be on one or more of the following grounds:

- ***Mandatory protection of the personal information, special personal information or privacy of a third party who is a natural person (including children)***, if such disclosure would involve the unlawful or unreasonable disclosure of personal information about a third party, including a deceased individual or

child, subject to the provisions of section 63(2) of PAIA or any section or regulation of POPIA.

- **Mandatory protection of the personal, confidential or commercial information of the third party (which may be a natural person or legal entity)**, if the record contains:
 - Trade secrets of that party;
 - Financial, commercial or technical information which disclosure could likely cause harm to the financial or commercial interest of that party;
 - Information disclosed in confidence by the third party to CMSA if the disclosure could put the third party to a disadvantage in negotiations or commercial completion;
 - Mandatory protection of confidential information of third parties if it is protected in terms of any agreement.
- **Mandatory protection of certain confidential information of third party**, where the head of a private body must refuse a request for access to a record of the body if its disclosure would constitute an action for breach of a duty of confidence owed to a third party in terms of an agreement.
- **Mandatory protection of the safety of individuals and the protection of property**, where such disclosure could endanger the life or physical safety of an individual, or prejudice or impair the security of:
 - a building, structure or any system
 - a means of transport, or
 - any other property.
- **Mandatory protection of records which could be regarded as privileged in legal proceedings**, unless the legal privilege has been waived.
- **Commercial information of private body**, in that a request for access to a record may be refused if the record contains:
 - trade secrets, financial, commercial or technical information of the institution, which disclosure, could likely cause harm to the financial or commercial interest of the institution;
 - Information which, if disclosed could prejudice or put the institution at a disadvantage in negotiations or commercial competition; and
 - A computer program which is owned by the institution and which is protected by copyright.
- **Mandatory disclosure in public interest**. Despite any of the protections mentioned above, the Information Officer shall grant a request for access to a record if:
 - a. the disclosure of the record would reveal evidence of-
 - a substantial contravention of, or failure to comply with, the law; or
 - imminent and serious public safety or environmental risk; and
 - b. the public interest in the disclosure of the record clearly outweighs the harm contemplated in the provision in question.

7. Remedies Available if Request for Information is refused

If the request for access is refused, the Information Officer of CMSA must:

- (a) State adequate reasons for the refusal, including the provisions of PAIA relied on;
- (b) Exclude, from any such reasons, any reference to the content of the record; and
- (c) State 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.

- **Internal Remedies**

CMSA does not have an internal appeal procedure. As such, the decision made by the Information Officer pertaining to a request is final, and requestors will have to exercise such external remedies at their disposal

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if a request is refused, and the requestor is not satisfied with the response provided by the Information Officer.

- **External Remedies**

A requestor that is dissatisfied with the Information Officer's refusal to disclose information, may within 180 days of notification of the decision, submit a complaint to the Information Regulator, or apply to a court for appropriate relief. This must be done a form that corresponds substantially with Form 5 of Annexure A to the Regulations (a copy of which can be found at the following link: <https://inforegulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form05-Reg10-1.pdf>).

8. Other information as may be prescribed

The amended Regulations published in terms of PAIA, under Government Notice R757 in Government Gazette 45057 of 27 August 2021, set out, among other things, the fees which may be charged by private bodies for the reproduction of records (provided in the table below).

SECTION E – PROCESSING OF PERSONAL INFORMATION

For the purposes of facilitating a request for personal information, the information below includes: (i) details of the purpose of the processing of personal information by CMSA, (ii) a description of the categories of data subjects and of the information or categories of information relating to data subjects held by CMSA, (iii) the recipients or categories of recipients to whom personal information may be supplied by CMSA, (iv) planned transborder flows of personal information, and (v) a general description allowing a preliminary assessment of the suitability of the information security measures implemented by CMSA to ensure the confidentiality, integrity and availability of the information which is to be processed.

In terms of POPIA, a requester to whom certain personal information relates may request CMSA to confirm, free of charge, whether or not it holds personal information about that particular requester.

A requester may make a request that CMSA provides the record or a description of the personal information about the requester, which is held by it, including information about the identity of third parties, or categories of third parties, who have, or have had, access to the information. This request must be made within a reasonable time, in a reasonable manner and format, at a fee, and in a form that is generally understandable.

1. Purpose of Processing [section 51(1)(c)(i)]

In general, CMSA processes personal information under its care for the following purposes:

- Administration of agreements including carrying out actions necessary for the conclusion or performance of a contract
- Providing products and services to its customers
- Detecting and prevention of fraud, crime, money laundering and other malpractice
- In connection with legal proceedings
- Staff administration including: (i) to carry out actions for the consideration of an application for employment; (ii) to carry out actions necessary for the conclusion of an employment contract; and (iii) to ensure compliance with an obligation imposed by law on CMSA as an employer
- Keeping of accounts and records
- Ensuring compliance with an obligation imposed by law on CMSA
- Complying with legal and regulatory requirements
- To pursue the legitimate interests of CMSA or a third party to whom the information is supplied

2. Categories of Data Subjects and their Personal Information [section 51(1)(c)(ii)]

CMSA may possess records relating to suppliers, shareholders, contractors service providers, staff and customers:

Entity Type	Personal Information Processed
Customers – Juristic Persons / Entities	Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners; shareholding information; BBBEE information

Contracted Service Providers	Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners; shareholding information; BBBEE information; due diligence information; contractual arrangements
Applicants for employment / Employees / Directors / Previous employees	Gender; pregnancy; marital status, race; age; language; education information; financial information; employment history; ID number; physical and postal address; contact details; opinions; criminal record; well-being; recruitment records; voting history (for directors); and other human resources information (as set out above)
Shareholders	Contact details, identifying number/s, shareholding percentages.
Investors / Potential investors	Company registration details; individual identification documents; contact details; take-on information; details of investment and investment agreements

3. Likely Categories of Recipients for Processing the Personal Information [section 51(1)(c)(iii)]

CMSA may share the personal information with its agents, affiliates, and associated companies. It may also supply the personal information to any party to whom it may have assigned or transferred any of its rights or obligations under any agreement, and/or to service providers who render the following services:

- Capturing and organising of data;
- Storing of data;
- Sending of emails and other correspondence to customers;
- Conducting due diligence checks;
- Carrying out background and/or verification checks;
- Administration of the Medical Aid and Pension Schemes; and
- Provision of payroll services.

CMSA may also share information with any relevant regulatory bodies.

4. Actual or Planned Trans-Border Flows of Personal Information [section 51(1)(c)(iv)]

CMSA may transfer personal information to third parties or other companies in the Caledonia Group, which are situated in a foreign country, including for example, Zimbabwe, Jersey or the Channel Islands. CMSA will comply with the cross-border transfer provisions as contained in POPIA in respect of any transfers of personal information.

5. General Description of Information Security Measures [section 51(1)(c)(v)]

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CMSA employs up to date technology to ensure the confidentiality, integrity and availability of the personal information under its care. Measures include:

- Firewalls and anti-virus software;
- Virus protection software and update protocols;
- Logical and physical access control;
- Secure setup of hardware and software making up the IT infrastructure;
- Encryption of documents;
- Password protection;
- Ensuring individuals with access to information are subject to appropriate confidentiality undertakings;
- Physical security measures are in place at CMSSA's premises;
- Awareness and training; and
- Information security policies.

ANNEXURE A

NOTICE OF CATEGORIES OF RECORDS THAT ARE AUTOMATICALLY AVAILABLE

(FORM 2: Section 53 of the Promotion of Access to Information Act, 2000)

[Regulation 7]

The following categories of records of CMSA are available to a person without having to request access in terms of PAIA:

Category	Description	Format
Information in the public domain	Records of CMSA lodged in terms of government requirements and which are publicly available	Hard and electronic copy
	Incorporation documents	Hard and electronic copy
	B-BBEE certificate, if applicable	Hard and electronic copy
	Annual reports	Hard and electronic copy
	Financial reports	Hard and electronic copy
	Public statements and communications	Hard and electronic copy
	General information pertaining to CMSA and information regarding the services rendered	Hard and electronic copy

A request for access to these records held by CMSA may be made by addressing an email to the Information Officer:

Information Officer	Leonet Steyn LSteyn@caledoniamining.com
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ANNEXURE B

REQUEST FOR ACCESS TO RECORD

(FORM 2: Section 53 of the Promotion of Access to Information Act, 2000)

[Regulation 7]

Note:

1. *Proof of identity must be attached by the requester.*
2. *If requests made on behalf of another person, proof of such authorisation, must be attached to this form.*

TO: The information officer

(Address)

E-mail address:

Fax number:

Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person

PERSONAL INFORMATION			
Full names:			
Identity number:			
Capacity in which request is made <i>(when made on behalf of another person):</i>			
Postal address:			
Street address:			
E-mail address:			
Contact numbers:	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made <i>(if applicable):</i>			

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Identity number:				
Postal address:				
Street address:				
E-mail address:				
Contact numbers:	Tel. (B):		Facsimile:	
	Cellular:			
PARTICULARS OF RECORD REQUESTED <i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>				
Description of record or relevant part of the record:				
Reference number, if available:				
Any further particulars of record:				
TYPE OF RECORD <i>(Mark the applicable box with an "X".)</i>				
Record is in written or printed form.				
Record comprises of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches etc.)</i>				
Record consists of recorded words or information which can be reproduced in sound.				
Record is held on a computer or in an electronic, or machine-readable form.				

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FORM OF ACCESS <i>(Mark if applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form).</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</i> .	
Transcription of soundtrack <i>(written or printed document)</i> .	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i> .	
Copy of record on compact disk drive <i>(including virtual images and soundtracks)</i> .	
Copy of record saved on cloud storage server.	
MANNER OF ACCESS <i>(Mark the applicable box with an "X".)</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form).</i>	
Postal services to postal address.	
Postal services to street address.	
Courier service to street address.	
Facsimile of information in written or printed format <i>(including transcriptions)</i> .	
E-mail of information <i>(including soundtracks if possible)</i> .	
Cloud share/file transfer.	
Preferred language: <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i>	

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PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
(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 pages.)	
Indicate which right is to be exercised or protected:	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	
FEES	
a) A request fee must be paid before the request will be considered. b) You will be notified of the amount of the access fee to be paid. c) 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 a record. d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.	
Reason:	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence.

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____.

Signature of requester/person on whose behalf request is made

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FOR OFFICIAL USE

Reference number:	
Request received by (<i>state rank, name and surname of information</i>).	
Date received:	
Access fees:	
Deposit (if any):	

Signature of information officer

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SCHEDULE 1
FEES PAYABLE

1. A requester has to pay a **request fee of R140**, other than where the requester is seeking access to a record containing personal information about him, her or itself. This request fee may be paid at the time a request is made, or the person authorised to deal with such requests on behalf of CMSA may notify the requester that s/he/it needs to pay the request fee before processing the request any further. A requester may apply to the High Court to be exempted from the requirement to pay the request fee.
2. The request fee must be paid before the request will be considered.
3. Where a request for access to a record or records held by CMSA is granted, the requester also has to pay an **access fee** for the reproduction of the record or records, and for the search for and the preparation of the records for disclosure. The access fee amount depends on the form in which access is required and the reasonable time required to search for and prepare the record.
4. The access fees which are payable are as follows:

(a)	For every photocopy/printed black and white copy of an A4-size page or part thereof	R2,00
(b)	For every printed copy of an A4-size page or part thereof	R2,00
(c)	For copy in a computer-readable form on: (i) flash drive (to be provided by requestor) (ii) compact disc - If provided by requestor - If provided to the requestor	R40,00 R40,00 R60,00
(e)	For a transcription of visual images, for an A4-size page or part thereof	Service to be outsourced, will depend on quotation from service provider.
(f)	For a copy of visual images	Service to be outsourced, will depend on quotation from service provider.
(g)	For a transcription of an audio record, for an A4-size page	R24,00
(h)	For a copy of an audio record (i) Flash drive (to be provided by requestor) (ii) Compact disk - If provided by requestor - If provided to the requestor	R40,00 R40,00 R60,00
(i)	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably. To not exceed a total cost of:	R145,00 R435,00

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(j)	Deposit: if search exceeds 6 hours	One third of amount per request calculated in terms of items (a) to (i).
(k)	Postage, e-mail or any other electronic transfer	Actual expense, if any.

5. The requester will be notified of the amount of the access fee. The Information Officer may inform the requester to pay, as a deposit, a portion of the access fee (not exceeding one third of the amount payable) if the request is granted and if the search for the record and the preparation of the record for disclosure would in the Information Officer's opinion require more than six hours. If a request is granted, the deposit (if any), is payable before the request will be processed and the requested record or portion thereof will only be released once proof of full payment is received.
6. CMSA is entitled to withhold a record until the required access fees have been paid.