



NOTICE

Ref: 2018/02/0001

From: Regulatory Compliance
To : Diamond Industry
Date: 27 February 2018
Enquiries +27 11 223 7000 Mangaliso Babu: mangalisob@sadpmr.co.za
Reginald Shelembe: reginalds@sadpmr.co.za
Subject: APPLICATIONS FOR LICENCE RENEWALS

Diamond Licences and Jeweller's permit holders whose in licenses/permits will expire in the current year, and who wish to renew their licences/permits are hereby reminded to lodge a renewal application at least thirty (30) days before current licence / permit expires.

The following renewal form must be completed and submitted together with all the listed documentation. The forms can be downloaded from our website at www.sadpmr.co.za, however, please note that only a signed, original hardcopy will be accepted.

1. Diamond Licence Renewal Application Forms:

- Form DB (i) for Diamond Beneficiation
- Form DD (i) for Diamond Dealer
- Form DTH(i) for a Diamond Trading House
- Form H for registration as an Authorised Representative of a Juristic Person

2. Precious Metals Jeweller's Permit Renewals application forms:

- Form PMJ (i) for Jeweller's Permit

Required documentation for all renewal applications:

1. New Police Clearance Certificate(s) - in the case of companies, for each director
2. SARS Tax Clearance certificate
3. Recently certified copy of Identity Document and of fellow directors/members where applicable (certification not older than 3 months)
4. Proof of business premises
5. Financial ability (where applicable)
6. A certified copy of Certificate of Incorporation, Articles of Association or Founding Statement, if applicable
7. A copy of the resolution, if acting in a representative capacity
8. Business plan and signed undertaking for the next 5 years duration of your licence



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9. Signed copy of your previous business plan detailing progress achieved over the previous 5 years with regard to BEE shareholding, skills development and procurement, together with supporting documents. Explanatory notes should be included where projected undertakings were not achieved,
10. Applications for Representative(s), inclusive of updated CV and Police Clearance Certificate
11. Proof of technical ability (copy of licence/permit)
12. Documentary proof of the applicant's compliance with the requirements of the National Environmental Management Act, 1998 (Act 107 of 1998)-(Jeweller's Permits)
13. Annual totals, based on PMR4 registers, of the fine mass of precious metals bought/received and the fine mass of jewellery manufactured, as per attached template.

Performance in terms of compliance with legislation of previous license will be taken into account when considering applications for renewals. The following non-refundable fee is applicable:

- Diamond Dealers Licence : R 5 000.00
- Diamond Beneficiation Licence: R 1 000.00
- Diamond Trading House: R10 000.00
- R5 000.00 per nominated authorized representative as prescribed for diamond licence renewals.
- The prescribed non-refundable renewal fee for a Jeweller's permit is R 500.00.

NB: Renewal fees are only payable once a Unique Reference Number has been issued to the applicant. All applications must meet the above requirements before the Unique Reference Number can be issued.

Applicants are requested not to make any electronic payments into the bank account of the South African Diamond and Precious Metals Regulator (SADPMR) until they obtain a Unique Reference Number issued by SADPMR.

SADPMR will only start processing applications once all the above requirements have been met.

Yours sincerely

ACTING CHIEF EXECUTIVE OFFICER



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251 Fox Street
JOHANNESBURG 2001, SOUTH AFRICA
Entrance: Cnr Greene & Main Streets (Jewel City)
P.O. Box 16001, Doornfontein 2028 – South Africa
Tel (011) 223 7000 Fax (011) 334-8898
info@sadpmr.co.za

Form DD(i)

Application No: _____

LICENCE NUMBER: _____

APPLICATION FOR RENEWAL OF DIAMOND DEALER'S LICENCE

[In terms of section 32(2)(b) of the Diamonds Act, 1986 (Act 56 of 1986)]

Instructions:

1. For any enquiries, contact the office of the Regulator during office hours.
2. Complete the form in block letters and in black pen.
3. Where options are given mark the appropriate block.
4. Complete the form in English and do not use abbreviations.
5. Although the application forms are made available in electronic format, only a signed original hard copy shall be acceptable.
6. Ensure that all the required documentation accompanies the application.
7. The application must be submitted to the operational business premises of the Regulator.



PART A: PARTICULARS OF APPLICANT

1(a) In the case of a natural person, please provide the following:

(i) Surname: _____

(ii) First name(s): _____

(iii) Identity number: _____

**(A certified copy of the identity document must be attached.)*

(iv) Has the applicant ever been convicted of any criminal offence in or outside the RSA, (Yes/No)? If Yes, furnish particulars on a separate sheet of paper.

(b) In the case of a person other than a natural person, please indicate:

CC _____ Partnership/Joint venture _____

Co. _____ Other (specify) _____

(i) Name of company, close corporation, partnership or joint venture:

(ii) Registration number of Co. or CC:

(iii) Full names and identity number of managing director or member:



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(iv) Full names and identity number of every director:

(v) Particulars of interest held (%) in the juristic person and name of holder of the controlling interest:

2. State source(s) from which unpolished diamonds will be obtained:

3. Reasons why renewal is required:

**(In the case of a company, close corporation, partnership or joint venture, a certified copy of a certificate of incorporation must be attached.)*



PART B: CORRESPONDENCE ADDRESS FOR THIS APPLICATION

4(a) Business address:

- (i) Building name: _____
- (ii) Building number: _____
- (iii) Street number: _____
- (iv) Street name: _____
- (v) Suburb: _____
- (vi) Town/City: _____
- (vii) Postal code: _____
- (viii) Province: _____
- (ix) Country: _____
- (x) Telephone number: _____
- (xi) Fax No: _____
- (xii) Cellphone No: _____
- (xiii) Email address: _____

(b) Relevant postal address:

- (i) Postal Address: _____

- (ii) Town/City: _____
- (iii) Postal code: _____

(Attach documentary proof of the registered business premises.)



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PART C: THE APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:

1. A certified copy of the identity document, if applicable.
2. A certified copy of certificate of incorporation, articles of association or founding statement, if applicable.
3. A copy of the resolution, if acting in a representative capacity.
4. Documentary proof of the registered business premises.
5. A police clearance certificate.
6. The non-refundable prescribed fee.

PART D: DECLARATION

I, _____, (name of applicant) hereby declare that the contents of this application are true and correct.

Capacity: _____

Signed at _____ on the _____ day of _____.

SIGNATURE OF APPLICANT/REPRESENTATIVE (IF APPLICABLE)



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FORM H

SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR

**251 FOX STREET, JOHANNESBURG, 2001(ENTRANCE: CORNER GREENE AND MAIN
STREETS)**

**APPLICATION FOR REGISTRATION AS AUTHORISED REPRESENTATIVE OF A
JURISTIC PERSON**

DIAMONDS ACT, 1986 (ACT56 OF 1986)

In terms of section 53

PARTICULARS OF JURISTIC PERSON:

Name of Business:

Business address:

TYPE OF LICENCE HELD BY JURISTIC PERSON:

DIAMOND BENEFICIATOR	DIAMOND DEALER	DIAMOND PRODUCER
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**PARTICULARS OF NATURAL PERSON TO BE REGISTERED AS AUTHORISED
REPRESENTATIVE:**

1. Surname: _____

2. First name (s): _____

3. Identity Number: _____

(Please attach certified copy of identity document)

4. Date of birth: _____

5. Nationality: _____

6. Residential Address:

7. Nature of involvement of juristic person's activities:

8. Particulars and knowledge/ experience of diamonds:

9. Names of existing authorised representative(s), if any:

10. Names of authorised representative(s) to be replaced, if any:



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DECLARATION

I, _____ (Director/ Member of juristic entity); hereby declare that the particulars in this application are true and correct.

SIGNATURE: _____ **DATE:** _____

REGISTRATION OF NATURAL PERSONS AS AUTHORISED REPRESENTATIVES OF JURISTIC PERSONS

In terms of Diamonds Act, 1986 (Act 56 of 1986) Regulations as per Government Notice R680 of 1 April 1987 (No 10684)

4. (1) The requirements refer to in section 54(1) (a) of the Act shall be the following, namely, that the natural person concerned shall-

- a) Be over the age of 18 years;
- b) Be a person who is employed by, or involved in the activities of such juristic person;
- c) Not be a licensee under the Act;
- d) Not be an authorised representative of any other juristic person;
- e) Be a fit and proper person, having regard to such person's character, possible previous criminal convictions of such person, possible previous undesirable trading activities of such person, or any other similar factor or circumstance relating to such person, to be involved in purchasing and selling of unpolished diamonds; and
- f) Have sufficient knowledge or experience of diamonds to be able to purchase or sell unpolished diamonds.

Provided that paragraph (d) shall not apply if the other juristic person contemplated in that paragraph has, with the Board's (Regulator's) knowledge or consent,



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Amalgamated its business with that of the juristic person applying for registration of an authorised representative, or is marketing its unpolished diamonds jointly with such last- mentioned juristic person.

(2) any person who subsequent to his registration as an authorised representative becomes subject to any of the disqualifications mentioned in paragraph (b), (c) and (d) of sub- regulation (1) shall forthwith notify the Board (Regulator), which shall on receipt of such notification cancel his registration.

(3) any person who fails to notify the Board (Regulator) of a disqualification under the circumstances contemplated in sub regulation (2) shall be guilty of an offence.

CURRENT PRACTICE:

In case of South Africans, we require

- Certified copy of the first page of ID Book
- Curriculum Vitae
- Police Clearance Certificate

In case of Non- South African citizen, we require

- Certified copy of Passport
- Certified copy of work/ residence permit
- Curriculum Vitae
- Police Clearance certificate form country of origin



License application requirements simplified

1. **Company registration documents means:** registration documents issued by CIPC, when registering a company. When applying in a CC or Co. all the members or Directors Identity documents are required;
2. **Company resolution means:** a resolution stating the person acting in representative capacity for the organisation (this is mandatory even if you are the only member of the organisation);
3. **Technical ability means:** Certification in rough/ cutting and polishing of rough diamonds or experience in the Jewellery manufacturing and refining fields or a Degree/ Diploma or submission of previous SARS permit or previous precious metals/diamond license or a reference letter from previous employer or if the person is not a member or director of the organisation we will need a signed employment contract;
4. **Financial ability means:** A bank statement or letter from the bank indicating that you have a bank account. Recently obtained;
5. **A business plan** (Guidelines on compliance with the Mining Charter attached) template of business plan available on request;
6. **Documentary proof of premises means:** Utility bill of premises if owned by the organisation/ lease agreement if renting. Nature of business must be included in the leases; the duration of the lease must be valid for at least five years;
7. **Compliance with NEMA (National Environment Management Act) means:** listing of chemicals that will be used in the manufacturing of jewellery and how you dispose of the chemicals once used.
For refiners applicant to consult the local municipality to obtain a letter of no objection and apply for an air emission license;
8. **Tax clearance certificate means:** You apply at your local SARS office valid for one year only. Can be applied online;
9. **Original police clearance means:** Apply at any local police station and takes 4- 6 weeks to be processed;
10. **Prescribed non-refundable fee means:** application fee for type of license/permit/certificate you intend applying for.

All copies must be recently certified (valid within 3 three months period from date of certification).



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