Notice

TO:    DIAMOND AND PRECIOUS METALS INDUSTRIES
FROM:  REGULATORY COMPLIANCE
Date:  15 APRIL 2014
RE:    APPLICATIONS FOR LICENCE RENEWALS

Diamond Licences and jeweller’s permit holders whose licences/permits will expire in the year 2014, 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 drawn down 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 (1) for Diamond Beneficiator
   Form DD (1) for Diamond Dealer
   Form DTH (1) for Diamond Trading House
   Form H for registration as an Authorised Representative of a Juristic Person

2. Precious Metals Jeweller’s Permit Renewal application forms:
   Form PMJ (1) 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 where applicable those of fellow directors/members
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
9. Signed copy of your previous business plan detailing progress achieved over the previous 5 years with regard to ownership shareholding, skills development and procurement, together with supporting documents. Where you were not able to achieve the projected undertakings, please include explanatory notes.
10. Applications for Authorised Representatives, 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 PMR 4 registers, of the fine mass of precious metal bought/received and the fine mass of jewellery manufactured, as per attached template.

In considering applications for renewals, performance in terms of compliance with legislation of previous licence will be taken into account.

A non-refundable fee of R500.00 per licence and R1000.00 per nominated authorized representative is prescribed for diamond licence renewals.

The prescribed non-refundable renewal fee for a Jeweller’s permit is R100.00.

NB: Application fees for renewals only become payable once you have been issued with a unique reference number, which will be generated upon receipt of your renewal application.

Applicants are hereby informed 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 the Regulator.

Yours faithfully

[Signature]

CHIEF EXECUTIVE OFFICER
APPLICATION FOR RENEWAL OF JEWELLER'S PERMIT

[In terms of section 9(6) of the Precious Metals Act, 2005 (Act 37 of 2005)]

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 the applicant

1. 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 a criminal offence in terms of the Act or any other law? (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 (if applicable):

   ________________________________

   ________________________________

   ________________________________
(iv) An indication of the metals/alloys/solders to be manufactured to jewellery:

(v) Source from which metals/alloys/solders will be obtained:

(vi) Reasons why renewal is required:

(vii) Description of the applicant's manufacturing ability.

*(In the case of a company or close corporation, a certified copy of a certificate of incorporation must be attached.)*
### PART B: CORRESPONDENCE ADDRESS FOR THIS APPLICATION

2. 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) Postal code: _________________________

(Attach documentary proof of the registered business premises.)
THE APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:

1. A certified copy of the applicant's identity document, if applicable.
2. A certified copy of the certificate of incorporation and articles of association or founding statement, if applicable.
3. The applicant's curriculum vitae or a brief description of the applicant's manufacturing ability.
4. A copy of the relevant resolution, if acting in a representative capacity.
5. Documentary proof of the applicant's registered business premises.
6. A description of the applicant's intended business activities, together with an indication of measures taken to comply with the broad-based socio-economic empowerment charter developed in terms of section 100 of the Mineral and Petroleum Resources Development Act (Act 28 of 2002), where applicable.
7. A non-refundable prescribed application fee.

PART C: DECLARATION

I, the 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)