



MANUAL
PROMOTION OF ACCESS TO INFORMATION ACT
(NO 2 OF 2000)

This manual has been compiled in compliance with provisions of the above Act and lists the records in the possession of South African Diamond and Precious Metals Regulator and accessibility thereof.



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1. LIST OF ACRONYMS AND ABBREVIATION

- 1.1 “**CEO**” Chief Executive Officer
- 1.2 “**DIO**” Deputy Information Officer
- 1.3 “**IO**” Information Officer
- 1.4 “**Minister**” Minister of Mineral Petroleum and Resources
- 1.5 “**PAIA**” Promotion of Access to Information Act No. 2 of 2000
- 1.6 “**PFMA**” Public Finance Management Act No.1 of 1999
- 1.7 “**POPIA**” Protection of Personal Information Act No.4 of 2013;
- 1.8 “**Regulator**” Information Regulator.
- 1.9 “**SADPMR**” South African Diamond and Precious Metals Regulator
- 1.10 “**DMPR**” Department of Mineral Petroleum and Resources
- 10.11 “**KPCS**” Kimberely Process Certification Scheme
- 10.12 “**ADPA**” African Diamond Producers Association
- 10.13 “**UNGA**” United Nations General Assembly

2. PURPOSE OF THE MANUAL

This PAIA Manual is useful for the public to-

- check the nature of the records which may already be available at SADPMR, without the need for submitting a formal PAIA request;
- understand how to make a request for access to a record of the SADPMR
- access all the relevant contact details of the persons who will assist the public with the records they intend to access;

3. SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR(SADPMR)

- a. The South African Diamond and Precious Metals Regulator is a Schedule 3A public entity in terms of the Public Finance Management Act, 1999 (Act No 1 of 1999), it was established in terms Section 3 of the Diamond Act, 1986 (Act No 56 of 1986) as amended.



b. The SADPMR mandate is to implement and enforce the provisions of the Diamond Act, (Act No 56 of 1986) as amended, the Diamond Export Levy (Administration) Act, 2005 (Act No 14 of 2005), the Diamond Export Levy Act, 2005 (Act No 15 of 2005) and the Precious Metals Act, 2005 (Act No 37 of 2005), with its principal place of business at Corner Bonaero Drive and Cote D' Azur Avenue, Jewellery Manufacturing Precinct Building 4 O.R Tambo SEZ Precinct, Bonaero Park.

4. FUNCTION OF THE SADPMR

To ensure that the precious metal resources of the Republic are exploited and developed in the best interest of the people of South Africa; promote equitable access to, and local beneficiation of, the Republic's precious metals; promote the sound development of precious metal enterprises in the Republic; and (d) advance the objectives of the broad-based socio-economic empowerment as prescribe.



5. SADPMR STRUCTURE

Hon. Gwede Mantashe Minister of Mineral and Petroleum Resources			
SADPMR BOARD			
Board Chairperson Mr. A Mngomezulu			
Ms. F Mushohwe Chairperson of Finance, Audit and Risk Committee	Ms. L.M Mtshali Chairperson of Human Resources, Remuneration and Ethics Committee	Dr. T.D Khoza Chairperson of Licensing and Transformation Committee	Mr. A Mngomezulu Chairperson's Committee
Members of the Committee	Members of the Committee	Members of the Committee	Members of the Committee
<ul style="list-style-type: none"> • Mr. N Baloyi • Ms. S Mzamo 	<ul style="list-style-type: none"> • Mr. R Molapo • Adv. L.J Pretorious • Mr. M Cawe • Adv. M Moloto 	<ul style="list-style-type: none"> • Dr. N Skeepers • Ms. N Ngcobo • Ms. F.T Mokwena 	<ul style="list-style-type: none"> • Dr. T.D Khoza • Ms. L.M Mtshali • Ms. F Mushohwe



Executive Management				
Mr. C Khosa (CEO)				
GM: Regulatory Compliance	GM: Trade	GM: Corporate Services	Chief Financial Officer	GM: Governance
Manager: Inspectorate	Manager: Diamond Exchange and Export Centre	Human Resources Manager	Finance Manager	Governance Specialist
Manager: Regulations	Manager: Diamond Valuation	Manager: Information Communication Technology	Manager: Supply Chain Management	Risk and Compliance Officer
		Communications/ Kimberly Process		Manager: Security Risk Management

6. CONTACT DETAILS [SECTION 14(1)(b)]

Information Officer:

Mr. C Khosa
 Chief Executive Office
 Corner Bonaero Drive and Cote D' Azur Avenue,
 Jewellery Manufacturing Precinct Building 4
 OR Tambo SEZ Precinct

CAPE TOWN OFFICE

DMPR
 14 Strands Street, Map House
 DMRE 7TH FLOOR
 Cape town
 8001



DURBAN OFFICE

333 Anton Lembede
(Smith Street)
Department of Mineral
Resources and Energy
3rd Floor Durban Bay House
Durban
4000

KIMBERLEY OFFICE

Kimberly office's new address
Kimberly Diamonds and jewellery centre
25 Villiers Street
Kimberly
Northern Cape
8301
053 831 3121

Postal Address P.O Box 16001
Doornfotein
2028
RSA

Telephone +2711 223 7000

E-Mail info@sadpmr.co.za

7. RECORDS THAT MAY BE REQUESTED [SECTIONS 14(1)(d)] DESCRIPTION OF THE SUBJECTS.

<p style="text-align: center;">DIAMOND EXCHANGE AND EXPORT CENTRE</p> <ul style="list-style-type: none"> • Statistics of rough imports and exports. • Kimberley Process Certification Scheme Statistics • Kimberley Process Certification Scheme Annual Reports • Rough Diamond Tenders • Exchange rate for export and import • Importing and exporting of polish diamonds and rough Diamonds • Online Booking link for Diamond Tenders at DEEC. • Information on how to register online bookings for viewing diamonds 	<p style="text-align: center;">INSPECTORATE</p> <ul style="list-style-type: none"> • Diamond Beneficiation statistics • Precious Metals Beneficiation statistics 	<p style="text-align: center;">GOVERNANCE</p> <ul style="list-style-type: none"> • Annual Reports • Annual Performance Plan. • Strategic and Performance Plans;
<p style="text-align: center;">HUMAN RESOURCES</p> <ul style="list-style-type: none"> • Advertised posts. • Employees records. • Learning and development • Employment equity plan and statistics • Category of personal Information • Identity number and names, 	<p style="text-align: center;">FINANCE</p> <ul style="list-style-type: none"> •SCM Tenders •SCM Processes •Asking RFQ •About submitting bid documents 	<p style="text-align: center;">DIAMOND VALUATOR</p> <ul style="list-style-type: none"> •Diamond Valuation services •Diamond Valuation statistics •Evaluation Services with South African Police •Working with Stakeholders to Evaluate for 10% diamonds

<p>REGULATIONS</p> <ul style="list-style-type: none"> • The application process to acquire a Licence/Certificate/Permit • Application Fees • The requirements of Precious Metals Licences, Certificates, and Prescribed Non - Refundable Fees. • Types of applications • Precious Metal Value Chain • Confirmation of Precious Metals Licences, Certificates, authentic. 		
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8. DOCUMENTS COVERING THE FORMER TOPICS THAT MAY BE REQUESTED

8.1. DOCUMENTS READILY AVAILABLE

- SADPMR's Reports Papers that have been published in journals or given at symposia.
- KP specimens
- Special publications
- SADPMR Bulletin – a technical news bulletin
- SADPMR News – an internal news bulletin
- SADPMR annual reports

8.2. DOCUMENTS NOT READILY AVAILABLE

- Internal Reports (prev. Technical Memorandum)
- External Reports (previously Confidential Communication)
- Service Fees Reports



- Any classified information regarding SADPMR services

9. PROTECTION OF PERSONAL INFORMATION

9.1. PURPOSE OF PROCESSING PERSONAL INFORMATION

- To support recruitment and management of staff
- To support engagement with suppliers
- To support engagement with the general public
- To support engagement with potential clients and the media

9.2. DATA SUBJECTS CATEGORIES AND THEIR PERSONAL INFORMATION

- Client/Licensees: record of client/Licensees' life cycle
- Employees: record of employee life cycle
- Suppliers: record of supplier life cycle
- General public: tracking general enquiries and web site visits
- Records as maintained by the Company Secretary/Management
- Media: records of media interactions

9.3. PLANNED RECIPIENTS OF PERSONAL INFORMATION

- Statutory authorities
- Law enforcement
- Tax authorities
- Financial institutions
- Medical schemes
- Employee pension funds
- Industry bodies
- General Public

9.4. PLANNED TRANS-BORDER FLOWS INFORMATION

- Kimberley Process Certification Scheme (KPCS)
- African Diamond Producers Association (APDA)



- United Nations General Assembly (UNGA)
- International conferences/Seminars

9.5. SECURITY MEASURES TO PROTECT PERSONAL INFORMATION

- Physical security measures
- Cyber security measures
- Training in information security
- Policies in information security
- Audits of information security
- MISS security framework implemented

10. SADPMR INFORMATION CENTRE

SADPMR's Information Centre consists of a collection of works on diamond and Precious Metals processing and related disciplines. Persons wishing to make use of the facilities may do so, but access is strictly by arrangement only. The costs that are incurred will be for the account of the user.

11. WEBPAGE

SADPMR Webpage (<https://sadpmr.co.za>) is accessible to anyone that has access to the internet. SADPMR webpage has the following categories:

- About us (SADPMR)
- General News and Job Opportunities
- Core Divisions
- SADPMR Information Services (what we, document library careers)
- Annual Reports and Bulletins
- Tenders



12. FORMAL REQUESTS AND FEES SECTION 14(1) (D)

All requested information should be directed to the Chief Executive Officer

A requester is any person making a request for access to a record of the Regulator and in this regard, PAIA distinguishes between two types of requesters for access to information, i.e., Personal Requester, (data subject) and Other Requester.

Section 23(1) of POPIA provides that a data subject, having provided adequate proof of identity, has the right to:

- a) request a responsible party to confirm, free of charge, whether or not the responsible party holds personal information about the data subject; and
- b) request from a responsible party the record or a description of the personal information about the data subject held by the responsible party, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information.

A data subject is a requester who, having provided adequate proof of identity, is seeking access to a record containing personal information about the data subject. Subject to the provisions of PAIA and POPIA, SADPMR will provide the requested information, or give access to any record about the data subject's personal information within a reasonable time, (at a prescribed fee, if any) in a reasonable manner and format and in a form that is generally understandable. The prescribed fee for reproduction of the personal information requested will be charged by SADPMR.

A person falling in the category of Other Requester is entitled to request access to information pertaining to third parties. However, SADPMR is not obliged to grant access prior to the requester fulfilling the requirements for access to information in terms of PAIA and POPIA.

Requests should be made to:

Chief Executive Officer

Mr. C Khosa

Private Bag x P.O Box 16001

Doornfontein

2028



RSA

Telephone : (011) 223 700

Email : info@sadpmr.co.za

13. HOW TO GAIN ACCESS TO THESE SERVICES

SADPMR Switchboard	(011) 223 7000
DEEC Switchboard	(011) 223 7070/76
Help Desk	(011) 223 7117
Postal Address	Private Bag x P.O Box 16001 Doornfotein 2028 RSA
Street Address	Corner Bonaero Drive and Cote D' Azur Avenue, Jewellery Manufacturing Precinct Building 4 OR Tambo SEZ Precinct

14. SCHEDULE OF FEES

PUBLICATIONS:	FEE
• Declassified Reports–GML, NIM and SADPMR Reports	R750-00 per copy
• Papers that have been published in journals or given at Conferences/Seminars/panel discussions	R100/page + R150 handling fee
• Special publications	Price available on request
• SADPMR News	Free*
• SADPMR Bulletin	Free*
• SADPMR Annual Report	R200
*See: www.sadpmr.co.za	

INFORMATION CENTRE (additional costs applicable)	FEE
• Access fee	R50/hr
• Photocopying	R20/per copy
• SADPMR Database searches	R200/hr
• International databases	R1500/hr