
MANUAL ON ACCESS TO INFORMATION HELD BY DRDGOLD LIMITED
Compiled in terms of section 51 of the Promotion of Access to
Information Act, 2 of 2000

INTRODUCTION

1. The aim of the Manual is to assist potential requesters in requesting access to information (documents or records) from DRDGOLD and its South African registered subsidiary companies as contemplated under the Act.
2. The Manual may be amended from time to time and as soon as any amendments have been effected, the latest version of the Manual will be published and distributed in accordance with the Act.
3. A requester is invited to contact the Information Officer should he or she require any assistance in respect of the use or content of this Manual.
4. The following words or expressions will bear the following meanings in this Manual:
 - 4.1 "**the Act**" means the Promotion of Access to Information Act No. 2 of 2000, together with any regulations published thereunder;
 - 4.2 "**DRDGOLD**" means DRDGOLD Limited, a mid-tier, unhedged gold producer with mining operations in South Africa and Zimbabwe;
 - 4.3 "**Information Officer**" means the head of the body or any other person to whom the responsibility of designated information officer has been delegated by the head of the body as described in this Manual;



- 4.4 **"Manual"** means this Manual, together with all annexures thereto as amended and made available at the offices of DRDGOLD from time to time;
- 4.5 **"SAHRC"** means the South African Human Rights Commission.

SCOPE OF MANUAL

5. This manual has been prepared in respect of DRDGOLD and the following South African registered subsidiary companies (hereinafter collectively referred to as DRDGOLD, unless otherwise stated):-
- 5.1 DRDGOLD Limited Registration number 1895/000926/06
- 5.2 ERGO Mining Operations (Proprietary) Limited
Registration number 2005/033662/07
- 5.3 ERGO Mining (Proprietary) Limited Registration number
2007/004886/07
- 5.4 East Rand Proprietary Mine Limited
Registration number 1893/00773/06

COMPANY OVERVIEW

6. DRDGOLD is a mid-tier, unhedged gold producer with surface re-treatment and underground operations as well as exploration programmes in South Africa as well as Zimbabwe.
7. The South African assets of DRDGOLD are held through a 74% (seventy four percent) interest in ERGO Mining Operations (Proprietary) Limited ("EMO").
8. EMO is the operating subsidiary of DRDGOLD which in turn owns the following operations –

- 8.1 ERGO Mining (Proprietary) Limited (“ERGO”), the world’s largest surface re-treatment facility that recovers and treats old slime and sand dumps and is situated on the East Rand goldfields in the Magisterial district of Brakpan in the Gauteng Province.
- 8.2 East Rand Proprietary Mines Limited (“ERPM”), an underground mining operation situated near the town of Boksburg, on the eastern edge of Johannesburg.

PART 1 – Information required in terms of section 51(1)(a) of the Act

Name of Body:

DRDGOLD

Registered Physical Address:

Quadrum Office Park, Building 1, First Floor, 50 Constantia Boulevard, Constantia Kloof Ext. 28, Roodepoort, 1709, South Africa

Postal Address:

P.O. Box 390, Maraisburg, 1700

Head of Body:

Daniël Johannes Pretorius, Chief Executive Officer

Tel: +27 (0)11 470 2600

Fax: +27 (0)11 470 2627

Fax: +27 (0) 86 647 3596

Designated Information Officer

Reneiloe Masemene, Legal Advisor

Tel: +27 (0)11 470 2600

Fax: +27 (0)11 470 2626



Fax: +27 (0)86 578 0393

Name of Body:

ERGO

Registered Physical Address:

Quadrum Office Park, Building 1, First Floor, 50 Constantia Boulevard,
Constantia Kloof Ext. 28, Roodepoort, 1709, South Africa

Postal Address:

P.O. Box 12442, Selcourt, 1567, Springs

Name of Body:

ERPM

Registered Physical Address:

Quadrum Office Park, Building 1, First Floor, 50 Constantia Boulevard,
Constantia Kloof Ext. 28, Roodepoort, 1709, South Africa

Postal Address:

P.O. Box 2227, Boksburg, 1460

PART 2 – Information required under section 51(1)(b) of the Act

A guide on how to use the Act is to be compiled by the SAHRC in terms of
Section 10 of the Act. Any queries should be directed to –

The South African Human Rights Commission

PAIA Unit, The Research and Documentation Department

Postal Address:

Private Bag 2700, Houghton, 2041

Tel: +27 (0)11 484 8300



Fax: +27 (0)11 484 0582

Email: PAIA@sahrc.org.za

Website: www.sahrc.org.za

PART 3 – Copy of notice, if any, required under section 51(1)(c) of the Act

No notice has been published in terms of section 52. However, certain information is freely available at DRDGOLD'S offices and consists of recent editions of DRDGOLD'S "Asikhulume" newsletter, other special publications and brochures and DRDGOLD'S annual report.

PART 4 – Information required under section 51(1)(d) of the Act

Records are kept in accordance with such other legislation as is applicable to DRDGOLD, which includes but is not limited to, the following legislation:

- Companies Act 71 of 2008
- Securities Services Act 36 of 2004
- National Nuclear Regulator Act 47 of 1999
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- National Water Act 36 of 1992
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- National Environmental Management Air Quality Act 39 of 2004
- Mineral and Petroleum Resources Development Act 28 of 2002
- National Environmental Management Waste Act 59 of 2008
- Stock Exchanges Control Act 01 of 1985
- Nuclear Energy Act 46 of 1999

- Trust Property Control Act 57 of 1988
- Value Added Tax Act 89 of 1991
- Interception and Monitoring Prohibition Act 127 of 1992
- Occupational Health and Safety Act 85 of 1993
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Mine Health and Safety Act 29 of 1996
- Labour Relations Act 66 of 1995
- Tax on Retirement Funds Act 38 of 1996
- Basic Conditions of Employment Act 75 of 1997
- Employment Equity Act 55 of 1998
- National Environmental Management Act 107 of 1998
- Skills Development Act 97 of 1998
- Local Government: Municipal Property Rates Act 6 of 2004
- Prevention of Organised Crime Act 121 of 1998
- Medical Schemes Act 131 of 1998
- Skills Development Levies Act 9 of 1999
- Financial Intelligence Centre Act 38 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Electronic Communications and Transactions Act 25 of 2002

Records kept in terms of the above legislation may, in certain instances (and insofar as the information contained therein is of a public nature) be available for inspection without a person having to request access thereto in terms of the Act.

PART 5 – Information required under section 51(1)(e) of the Act



Other operational records as may be required for the day to day running of DRDGOLD. For instance:

- Internal phone lists;
- Address lists;
- Company policies;
- Directives;
- Minutes of meetings and general housekeeping information.

A: Records that may be requested

Operational Information

Such information as relates to the operational, commercial and financial interests of DRDGOLD, including but not limited to:

- Commercial contracts (including, but not limited to contactor and supplier agreements and information)
- Operational data base (consisting of details pertaining to each of the operations; commercial and financial information; information on contemplated, existing and past legal matters; information relating to agreements, proposals and intellectual and other property rights of the operations)
- Company secretarial information
- Employment equity report
- Skills development report
- Human resource information (including internal policies and procedures; DRDGOLD employee records; and personal information relating to past, present and prospective employees and directors)
- Insurance policies
- Rules and regulations relating to the pension fund and/ or provident fund

- Information relating to DRDGOLD'S marketing, business plans, systems and procedures
- Internal phone lists
- Address lists
- Requisitions, permits, licences, authorisations, approvals, applications, consents required for the day to day running of DRDGOLD
- Records relating to information technology (hardware, software and data collection and storage)
- Rules and regulations relating to the medical aid

Communications

Correspondence between persons within and without DRDGOLD not covered by the records described in the Operations section above. By way of example, internal correspondence between employees and media releases.

Website

DRDGOLD'S website address is www.drdgold.com and is accessible to anyone who has access to the Internet. The website contains various categories of information relating to the company, including recent gold market news; public interest information; information about the operations; editorials; literature; careers; directors' résumés; and contact details.

B: The Request Procedures

It should be noted that any and all records, whether specifically listed herein or not, shall only be made available subject to the provisions of the Act.

Form of request

- The requester must use the prescribed form to make the request for access to a record. This must be made to the Information Officer. This request must be made to the address, fax number or electronic mail address of the body concerned as contemplated in section 53(1) of the Act.
- The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in

the Republic. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed in accordance with sections 53(2)(a) and (b) and (c) and (e) of the Act.

- The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right in terms of section 53(2)(d) of the Act.
- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body as detailed in section 53(2)(f) of the Act.

Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- Section 54(1) of the Act provides that the Information Officer must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request.
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee in terms of section 54(3)(b) of the Act.
- After the Information Officer has made a decision on the request, the requester must be notified in the required form.
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- If the request is granted, then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure in terms of section 54(6) of the Act.

PART 6 – Other information as may be prescribed under section 51(1)(f)

The Minister of Justice and Constitutional Development has to date not made any regulations in this regard.

PART 7 – Availability of Manual under section 51(3)

- This Manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of DRDGOLD. Copies of the Manual may be made, subject to the prescribed fees.
- Copies may also be requested from the South African Human Rights Commission and the Government Gazette.
- The Manual is also posted on DRDGOLD'S website referred to above.

PART 8 – Prescribed forms and fee structure in respect of private bodies

The forms and fee structure prescribed under the Act are available from the Government Gazette, or at the website of the Department of Justice and Constitutional Development (www.doj.gov.za), under the “Regulations” section as well as the SAHRC website (www.sahrc.org.za).