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**MANUAL PREPARED IN TERMS OF
SECTION 51 OF THE FREEDOM OF ACCESS TO
INFORMATION ACT 2 / 2000.**

April 2017

Nature of Business

Section 51(1)(a)

SiM Mining Consultants is an unlisted private consulting company advising the mining industry in the management of mining induced seismicity and associated risks.

Contact details of the Owner / Director

Mr. Friedemann Essrich
PO Box 11151
MIEDERPARK
South Africa
2538

Tel – (018) 294 7222
Fax – 086 552 2250
Cell – 082 488 7142
fessrich@sim.co.za

Details of public information officer

Section 51(1)(b)

The nominated public information officer is the company's managing director F. Essrich

Records available in terms of relevant legislation

Section 51(1)(d)

Information is available in terms of the following legislation, if and where applicable:

- a) Guidelines for the Compilation of a Code of Practice to combat rock-related accidents in tabular metaliferous mines (Ref. DME 16/3/2/1-A3 from Feb-2002)
- b) Income Tax Act (No.95 of 1967; excerpts)
- c) Mine Health and Safety Act (No. of 29 of 1996; excerpts)
- d) Report of the Commission of Enquiry into safety and Health in the Mining Industry, Vol.1 (1994)

Records available without a request to access i.t.o. the Act

Section 51(1)(e)

Web Site

The company's web site, www.sim.co.za is accessible to anyone with access to the Internet, and has the following main categories: -

- a) Company Profile
- b) Services
- c) References
- d) News & Info
- e) Contact

Documentation available only on request to access i.t.o. the Act

The documents / information listed below pertain to the day-to-day management of the business of SiM Mining Consultants (PTY) LTD:

- a) Internet Domain name registrations
- b) General Correspondence
- c) Company Registration Documents (VAT, PAYE, SDL, UIF)
- d) Audited Financial Statements for 2001 through 2008

Prescribed fees

Section 51(1)(f)

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R2,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:

(a)	For every photocopy of an A4-size page or part thereof	R2,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,75
(c)	For a copy in a computer-readable form on -	
(i)	compact disc	R170,00
(ii)	DVD	R170,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R140,00
	(ii) For a copy of visual images	R160,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R120,00
	(ii) For a copy of an audio record	R130,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

(1)(a)	For every photocopy of an A4-size page or part thereof	R2,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,75
(c)	For a copy in a computer-readable form on -	
(i)	compact disc	R170,00
(ii)	DVD	R170,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R140,00
	(ii) For a copy of visual images	R160,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R120,00
	(ii) For a copy of an audio record	R130,00

- (f) To search for and prepare the record for disclosure, R130,00 for each hour or part of an hour reasonably required for such search and preparation.
- (2) For purposes of section 54(2) of the Act, the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

Form for application of information

Request for access to record of private body (Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

A. Particulars of private body

The Head: _____

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
 (b) *The address and/or fax number in the Republic to which the information is to be sent*
 (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of record

- (a) *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.*
 (b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (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 for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: _____	Form in which record is required: _____
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Mark the appropriate box with an **X**.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

<input type="checkbox"/> copy of record*	<input type="checkbox"/> inspection of record
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2. If record consists of visual images

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

<input type="checkbox"/> view the images	<input type="checkbox"/> copy of the images*	<input type="checkbox"/> transcription of the images*
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3. If record consists of recorded words or information which can be reproduced in sound:

	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)
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4. If record is held on computer or in an electronic or machine-readable form:

	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)
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*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

Postage is payable.

YES

NO

G. Particulars of right to be exercised or protected

*If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios.*

1. Indicate which right is to be exercised or protected: _____
2. Explain why the record requested is required for the exercise or protection of the aforementioned right: _____

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20__

SIGNATURE OF REQUESTOR / PERSON ON WHO'S BEHALF REQUEST IS MADE