

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000 ('the Act') FOR

**HARMONY GOLD MINING COMPANY LIMITED AND ITS SUBSIDIARIES  
("HARMONY")**

**Company Overview:**

Harmony is involved in gold mining and related activities mainly in South Africa and Australia.

**PART I**

(Information required under section 51(1)(a) of the Act)

Name of Body: Harmony Gold Mining Company Limited  
Physical Address: Block 27, Randfontein Office park, Corner of Main Reef Road and Ward Avenue, Randfontein  
Postal Address: PO Box 2, Randfontein, 1760  
Head of Body: G.P. Briggs, through N.Y. Maluleke  
Telephone No: (011) 411-2019  
Fax No: 086 628 2332  
E-mail: khanya.maluleke@harmony.co.za

**PART II**

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

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of Section 10 of the Act by no later than August 2003. 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

Telephone: +27 11 484-8300  
Fax: +27 11 484-0582  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**PART III**

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

Currently not applicable

**PART IV**

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

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

Companies Act 61 of 1973  
Income Tax Act 58 of 1962  
Unemployment Insurance Act 63 of 2001  
Value Added Tax Act 89 of 1991  
Compensation for Occupational Injuries and Diseases Act 130 of 1993  
Mine Health and Safety Act 29 of 1996  
Minerals Act 50 of 1991  
Nuclear Energy Act 46 of 1999  
Labour Relations Act 66 of 1995  
Basic Conditions of Employment Act 75 of 1997  
Employment Equity Act 55 of 1998  
Skills development Levies Act 9 of 1999

## **PART V**

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

### **A: Records that may be Requested**

#### **i. Operational Information**

Such information as is required for the day to day running of **Harmony**. For instance: internal phone lists; address lists; company policies; employee records; permits; licences; authorisations; approvals and general "house keeping" information.

#### **ii. Communications**

Correspondence between persons within and without **Harmony**

#### **iii. Website**

**Harmony's** Website address is [harmony.co.za](http://harmony.co.za) and is accessible to anyone who has access to the Internet. The Website contains various categories of information relating to the company.

### **B: The Request Procedures**

#### **i. 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 head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned
- The requester must provide sufficient detail on the request form to enable the head of the private body 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

- 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
- 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

## **ii. 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:

- The head of the private body 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
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- 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

## **PART VI**

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

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

## **PART VII**

(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 **Harmony**. Copies may also be requested from the South African Human Rights Commission and the *Government Gazette*.

## **PART VIII**

(prescribed forms and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)), under the "regulations" section.