

**HIGHVELD STEEL AND VANADIUM CORPORATION LIMITED
ENVIRONMENTAL FUND TRUST**

MANUAL

Promotion of Access to Information Act 2 of 2002

PART 1

Head of Private Body

Trust Secretary: Mrs N Chengapar
Postal Address: PO Box 111
Witbank
1035
Street Address: Portion 93 of the farm Schoongezicht 308
JS, Old Pretoria Road, Emalaheni
Telephone: 013 - 690 9911
Telefax: 013 - 690 9033
E-mail address: general@evrazhighveld.co.za

Request for documents to be forwarded to:

Address: The Company Secretary
Evraz Highveld Steel and Vanadium Limited
PO Box 111
Witbank
1035
Or
Telefax: 013 - 690 9293
E-mail Address: general@evrazhighveld.co.za

PART 2

Section 10 Guide by Human Rights Commissioner

The Human Rights Commission (HRC) is responsible for compiling a guide that will facilitate ease of use of the Act for requesters. This guide is not available yet. It Guide will be available from the South African Human Rights Commission, by no later than August.

PART 3

Procedure for Request of Access to Records

Requests must be made by completion of the appropriate form. The form can be obtained from and the completed form must be submitted to:

The Company Secretary

Evraz Highveld Steel and Vanadium Limited

PO Box 111

Witbank

1035

Telefax: 013 - 690 9293 / 9033

PART 4

Documents in the following categories are retained:

Accounting Records

Contracts and Agreements

Correspondence

Employee Records

Insurance Records

Investment Records

Licenses

Patents

Pension Records

Mineral Rights Records

Property Records

Share Registration Records

Statutory Records

Tax Records

Vat Documentation

Other Records

Electronic Documents

PART 5

Records are kept in accordance with the following legislation:

- Income Tax Act 58 of 1962.
- Unemployed Insurance Act, 30 of 1966.
- Value-added Tax Act, 89 of 1991.
- Compensation for Occupational Injuries and Diseases Act, 130 of 1993.
- 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.
- Mineral and Petroleum Resources Development Act 28 of 2002.
- Occupational Health and Safety Act 85 of 1993.
- Mine Health and Safety Act 29 of 1996.
- Companies Act 61 of 1973.
- Medical Scheme Act 131 of 1998.
- Atmospheric Pollution Prevention Act 45 of 1965.
- Road Transportation Act 74 of 1977.
- Minerals Act 50 of 1991.

PART 6

Evrax Highveld's web site (www.evraxhighveld.co.za) is accessible by anyone through the internet.

The web site provides for the following categories:

- Corporate Profile
- Financial Information
- Marketing (Limited access)
- Process Technology
- Steel Customers (Limited access)
- Supplier Center (Limited access)

PART 7

Prescribed Fees

On request for information the following fees will apply:

PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)

- Initial request fee. R 57-00
- For every photocopy of an A4-size page or part thereof. R 1-25
- For every printed copy of an A4-size page or part thereof held on a computer or in an electronic or machine-readable form. R 0-85
- For a transcription of visual images, for an A4-size page or part thereof. R 45-60
- For a copy of visual images. R 68-40
- To search for and prepare the record for disclosure. R34-20
for each hour part thereof reasonably required for such search and preparation.
- The actual postage fee is payable when a copy of a record must be posted to a requester.