



MEMO

To : All SBPM Employees
From : Senior Finance Manager – Isaac Makhoana
Date : 26 March 2020
Subject : Financial Services during Lockdown Period

Good day Team

In line with the President's Address on the 23rd of March 2020, regarding a national lockdown in an effort to curb the rapid spread of COVID-19 pandemic, Siyanda Bakgatla Platinum Mine (SBPM) Management fully support the government's endeavors to curb the spread of this deadly virus and SBPM will be closing all non-essential services effective from the 26th of March 2020 until the 16th of April 2020.

Some of the Financial Services functions will be operating in order to support the Essential Services as identified by management. To this end please take note of the following:

Supply Chain Management - SCM

Both the Warehousing and Procurement functions will be performed on a standby basis. Delivery of non-essential supplies have been stopped.
Refer to the Procure to Pay process below.

Accounts Payable

Only Emergency Payments will be made to critical suppliers who will be rendering services and delivering goods during the Lockdown period on normal payment terms. The Accounts Payable employees will be on standby basis to perform this function.

Performance Management

Costs during this period must be booked to a Covid-19 Cost Centre. Cornelia Booyesen will be the dedicated MRC to create Purchase Requisitions during this period, but any MRC who has access to the Central Services Cost Code can create PR's.

Financial Accounting.

Employees will be working remotely.

Information Technology.

Employees will be on standby basis.



Payroll Services

Employees will be on standby basis.

The following Financial Services employees can be contacted for assistance:

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|----------------------------------|---|----------------------|--------------|
| 1. Financial Services | - | Isaac Makhoana | 071 350 4729 |
| 2. SCM – Procurement | - | Antoinette Greyling | 066 109 6697 |
| 3. SCM – Warehousing | - | Schalk Olivier | 081 581 8471 |
| 4. Accounts Payable | - | Dion Raper | 083 455 0970 |
| 5. Performance Management | - | Andy Marutha | 072 239 2019 |
| 6. Performance Management | - | Cornelia Booysen | 079 727 9250 |
| 7. Financial Accounting Services | - | Kgaogelo Mohlala | 076 294 4214 |
| 8. Information Technology | - | Pieter van der Merwe | 082 696 3702 |
| 9. Information Technology | - | Dennis Mamogale | 065 852 0711 |
| 10. Payroll Services | - | Harry Liebel | 083 389 4251 |

Yours in Safe Platinum Production,



Isaac Makhoana
SENIOR FINANCE MANAGER

