



APPLICANT NOTES TO THE NAMIBIA DIAMOND TRADING COMPANY (NDTC) 2021 ROUGH DIAMOND DISTRIBUTION APPLICATION PROCESS

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- **Introduction, Applicants & Application Scenarios/Options**
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- **Annex 5 - Notes to the Key Individual Declarations of Integrity**

INTRODUCTION

These Applicant Notes are designed to assist Applicants in completing their applications for a supply contract for the 2021-2023 Supply Period¹. Please read these Applicant Notes carefully before you start to complete the application, specifically the Legal Notes. Draft terms of the proposed new supply contracts will be published following the completion of NDTC's assessment process. For the avoidance of doubt, in the event there is a conflict between any term(s) of these Applicant Notes and any other document and/or communication (written or otherwise) relevant to the 2021 Rough Diamond Distribution Application Process, these Applicant Notes (as amended from time to time) shall take precedence.

APPLICANTS

These Applicant Notes apply to organisations that would like to apply for a supply of rough diamonds in accordance with NDTC's rough diamond supply arrangements for the 2021-2023 Supply Period. Applicants are required to meet certain mandatory compliance requirements set out in Annex 2. NDTC, in association with De Beers Global Sightholder Sales (GSS),² will assess applications according to certain Supply Considerations, and using the information, set out in Annex 3.

¹ The term of a supply contract is subject to review and may differ by contract type.

² The 2021 Rough Diamond Distribution Application Process in respect of applications for Sightholder status from NDTC, is in part, facilitated by GSS. References to GSS in the Applicant Notes should be read as GSS and/or on behalf of NDTC (as applicable).



APPLICATION SCENARIOS/OPTIONS

An Applicant may apply for a NDTC Sightholder – Beneficiation Manufacturer Contract (in addition to any other contract type in another supply location (as applicable)).

PROCESS AND TIMELINE

Step 1 - Review Applicant Letter of Acceptance and Compliance Criteria Declarations

Please review the Applicant Letter of Acceptance and Compliance Criteria Declarations, sent to you by your KAM, which includes nominating up to two individuals to manage the application process on behalf of your Applicant Compliance Group. ***At least one nominated individual must be a Key Individual³ with the authority to apply for and submit information on behalf of the Applicant and verify that the information is complete, accurate and up to date.*** The second nominated individual may be company employee, a named individual from a broker firm or other named individual representative with the Applicant's full authority to support the Applicant in the 2021 Rough Diamond Distribution Application Process.

Step 2 - Return Completed Applicant Letter of Acceptance and Compliance Criteria Declarations

On the assumption you would like to apply for a NDTC Sightholder – Beneficiation Manufacturer Contract, please confirm your interest by returning a signed copy of the Applicant Letter of Acceptance and Compliance Criteria Declarations via email to applicant.support@debeersgroup.com at your earliest convenience, and no later than **23:59 (CAT) on Monday, 15 June 2020.**

Once we have received your confirmation of interest by means of the Letter of Acceptance and Compliance Criteria Declarations, the nominated person(s) will receive information on how to complete and submit an application via an online portal.

Step 3 - Complete Online Contract Application(s)

The nominated person(s) of the Applicant Compliance Group will have until **23:59 (CAT) on Friday, 26 June 2020** to submit applications for a NDTC Sightholder – Beneficiation Manufacturer Contract through the online application portal. Failure to submit your application(s) by this closing date will result in NDTC not being able to accept your submission.

The online application portal gives the functionality to save progress made on your application, for you to return in the future. Once you have completed your application(s), the option to submit is available. You may make multiple resubmissions up to the application closing date, with your latest submission being the accepted response. It will not be possible to restore overwritten submissions.

After the application closing date, your submitted application(s) will remain visible for you to review, although you will not be able to edit any part of your application(s).

Please note it is necessary to press SAVE before navigating away from a page, if you wish inputted responses to be RECORDED AND SAVED.

³ As defined in Annex 5 of these Applicant Notes.



**Namibia Diamond Trading
Company (Pty) Limited**

Please note that when completing a Manufacturer Contract application, you will be asked to expressly confirm that (a) the names of all third parties and/or the arrangements you have, or may have, with them are fully in the public domain; (b) disclosure to NDTC/GSS of your arrangements with them does not breach any obligation of confidentiality that you may have to such third parties; and (c) (where applicable) you have the requisite consent or approval of the third party to the disclosure of the arrangements.

Completeness of answers

Where your answers are ambiguous or incomplete, NDTC/GSS will not be able to afford you the benefit of the doubt, nor will it second guess your appropriate responses, fill in any gaps or independently clarify submissions on your behalf. NDTC/GSS will, as far as it is reasonably able to do so, attempt to clarify with you any ambiguities before the end of the data validation period (i.e. the period prior to assessment of the information submitted). However, you alone are responsible for ensuring that there are no ambiguities in your submissions.

Clarifications

Applicants are welcome to submit any questions or queries related to the application process and questionnaires via email to: applicant.support@debeersgroup.com



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LEGAL NOTES

APPLICANT GROUPS

There are two definitions of “Group”, namely the Compliance Group (for the purpose of applying the Ethical Compliance Criteria) and the Consolidation Group (for the purpose of applying the Financial Compliance Criteria). The definitions are different and therefore you must carefully read the information provided in these Applicant Notes relating to each definition of “Group” and understand how the definitions apply to your organisation.

THIRD-PARTY VERIFICATION

The information you submit in order to qualify (and remain eligible) for rough diamond supply from GSS (International), GSS (Botswana), NDTC and/or SSSA (as applicable) may be subject to independent third-party verification. If an Applicant succeeds in qualifying as a Sightholder for the 2021-2023 Supply Period, but has submitted incorrect and/or misleading information as part of its (a) application for supply; or (b) ongoing demonstration of eligibility for supply (including through the Account Planning process), this will be considered a serious breach of trust and integrity and conduct that is incompatible with the BPPs. In such circumstances, NDTC/GSS has the right to withhold supply from that Applicant, and in some cases, may even terminate the contractual relationship altogether.

CONFIDENTIALITY

This document is subject to the terms of the Confidentiality Undertaking contained in the NDTC Letter of Acceptance and Compliance Criteria Declaration. NDTC/GSS will keep confidential all information disclosed to it in your application for supply pursuant to such Confidentiality Undertaking. This means that NDTC/GSS will only disclose your confidential information to essential people and companies within De Beers Group that are associated with the 2021 Rough Diamond Distribution Application Process and shall not use it for any other purpose, save pursuant to any supply contract entered into with the Applicant, whereby NDTC/GSS reserves the right to share Confidential Information with: (i) other De Beers Group entities; and/or (ii) businesses within De Beers Group with which the customer has or may in the future have a commercial relationship and (in respect of both (i) and (ii)) where there is a legitimate interest for doing so (for example, to review and enhance our distribution strategy).

DATA PRIVACY

As part of the 2021 Rough Diamond Distribution Application Process, information could be requested relating to certain individuals. Personal information includes, but is not limited to, someone’s name and address, details about their financial standing, assessment of their ability or other similar information. Before providing personal information to NDTC/GSS, you must:



- (a) obtain consent, preferably in writing, from the individual concerned to you releasing such personal information to NDTC/GSS; and
- (b) make the individual concerned aware that such information will only be used by NDTC/GSS and the De Beers Group for the purpose of facilitating the submission of your application(s) and (if your application is successful) for the purpose of providing you with goods and services pursuant to the terms and conditions of supply to which you will subsequently subscribe.

If you are unable to obtain consent from the relevant individual, you must not provide personal information that would enable NDTC/GSS, after reasonable investigation, to discover the identity of that individual. In this situation, please provide general details that would not enable discovery of the individual's identity. You must also ensure that you comply with any data privacy or other legislation relevant to your jurisdiction.

AMENDMENTS

Please note that, notwithstanding anything to the contrary contained herein, or in any associated or ancillary documentation, NDTC/GSS reserves the right to make any amendments to the 2021 Rough Diamond Distribution Application Process with immediate effect where NDTC/GSS, in its sole and absolute discretion, considers that such amendments are required or appropriate to reflect or accommodate the requirements of a Diamond Producing Country, its government and/or any of its regulatory bodies, including, but not limited to, laws, regulations, directions and instructions made or given by such Diamond Producing Country (including its government and/or any of its regulatory bodies) and contractual obligations owed by NDTC/GSS or any member of De Beers Group to any such Diamond Producing Country (including its government and/or any of its regulatory bodies).



ANNEX 1

SUPPLY CONTRACT TYPES & SUPPLEMENTAL NOTES

GSS (International)⁴ Supply Contracts:

- GSS (International) Sightholder – Manufacturer Supply Contract, and/or
- GSS (International) Sightholder – Dealer Supply Contract.

AND/OR

GSS (Botswana)⁵ Supply Contracts:

- GSS (Botswana) Sightholder – Beneficiation Manufacturer Supply Contract.

AND/OR

SSSA⁶ Supply Contracts:

- SSSA Sightholder – Beneficiation Manufacturer Supply Contract.

AND/OR

NDTC⁷ Supply Contracts:

- NDTC Sightholder – Beneficiation Manufacturer Supply Contract.

⁴ GSS (International) means the sale of rough diamonds to 'international' Sightholders by GSS in Botswana.

⁵ GSS (Botswana) means the sale of rough diamonds to Sightholders by GSS for beneficiation in Botswana.

⁶ SSSA means De Beers Sightholder Sales South Africa for the sale of rough diamonds to Sightholders by GSS for beneficiation in South Africa.

⁷ NDTC means Namibia Diamond Trading Company for the sale of rough diamonds to Sightholders by NDTC for beneficiation in Namibia.



SUPPLEMENTAL NOTES

The Supplemental Notes are intended to guide an Applicant's navigation of the online application portal, dependent on the type of supply contract application.

PLEASE NOTE IT IS NECESSARY TO PRESS SAVE BEFORE NAVIGATING AWAY FROM A PAGE, IF YOU WISH INPUTTED RESPONSES TO BE RECORDED AND SAVED.

DEALER SUPPLY CONTRACT APPLICATION

Owned Dealing Offices

Relates to permanent offices/entities, from which rough diamond trading activities are conducted. All entities must be included in your Consolidation Group (submitted to GSS as part of the Financial Compliance Criteria requirements).

Principal Dealing Office

Location of your primary dealing operation. Such operation must be included in your Consolidation Group (submitted to GSS as part of the Financial Compliance Criteria requirements).

Revenue from rough diamond trading only, from your principal dealing office, for the 2019 calendar year.

Years of Dealing Operation

Number of years of focussed rough diamond trading, to present, e.g. operations commenced in 2004 equals 16 years.

Dealing Turnover

Revenue from rough diamond trading only, from your Consolidation Group, for each of 2017, 2018 and 2019 calendar years.

Applicant Purchases

Purchases made with the intention of supporting rough diamond trading activities.

Please see **Schedule 1** for definitions of the Sources of Supply referenced in this question.

Please see **Schedule 2** for a Box Translation table from current GSS (International), GSS (Botswana), NDTC and/or SSSA (as applicable) boxes to the seven categories of rough diamond displayed for this question.

Customer Base

An active customer is defined as entity that made a purchase of rough diamonds from your Applicant Compliance Group within the calendar year.

Additional Services to Customers

A brief explanation of current additional services offered to customers. Response limited to 200 words.



Reporting Mechanisms

A brief explanation of current stock management and accounting systems used to manage your rough dealing operation(s), where relevant detailing how the system is integrated across multiple dealing offices. Response limited to 200 words.

Business Model

State where you consider the Applicant Compliance Group has a leading position in one or more of the following: product range, geographic location, customer segment. Provide a brief description (maximum 50 words) of the product range, geographic location, customer segment (where applicable).

Provide a short summary of the Applicant Compliance Group's sustainable competitive advantage and how this enables the Applicant Compliance Group to maximise value. Response limited to 200 words.

Product Requirements

Provide your annual ITO request for 2021 in \$m, to support rough dealing activities.

To allow GSS (International) to fully understand the relative priority of supply of categories applied for, the Applicant is required to complete the Ideal ITO Intake Split table (Q10, b)). Provide here, in \$m, the ideal ITO of the Applicant Compliance Group for a Dealer Supply Contract if GSS (International) can only fulfil 20% and 50% of the total value of rough diamonds applied for in the ITO Request table (Q10, a).

Please see **Schedule 2** for a translation table from current GSS boxes to the categories of rough diamond displayed for this question.



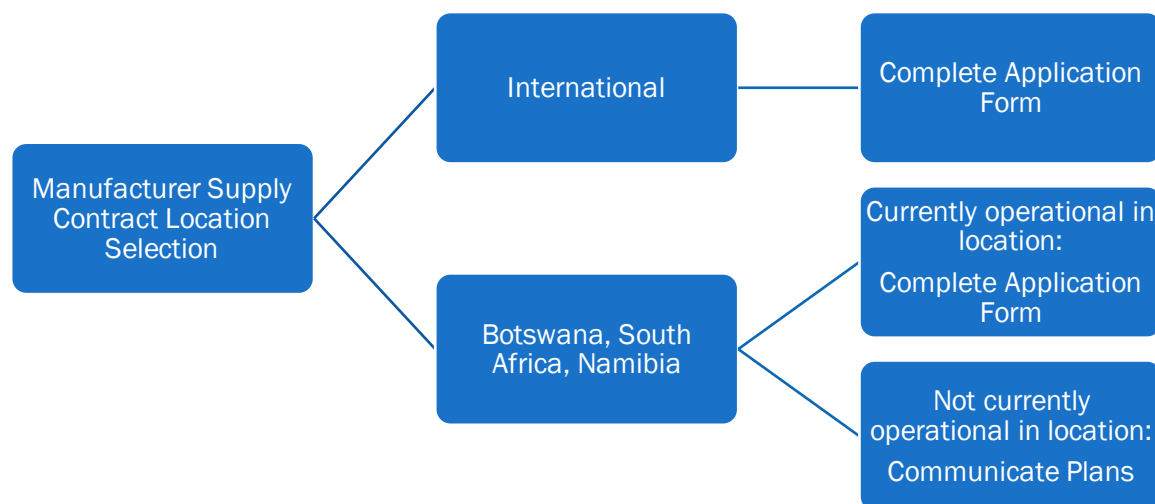
MANUFACTURER SUPPLY CONTRACT APPLICATION

Sight Location Selection

The first step is to select the Sight location for which the Applicant Compliance Group wishes to apply for a Manufacturer Supply Contract. Multiple Sight locations may be applied for. When applying for a Manufacturer Supply Contract in a Beneficiation Sight location, you will first be prompted to confirm that the Applicant Compliance Group possess the requisite licensing and operational facility in the Sight location.

If the Applicant Compliance Group does not currently possess the requisite licensing and operational facility in the Sight Location, you may submit a brief outline of future plans for the Applicant Compliance Group to commence operations in the Sight location.

The Manufacturer Supply Contract application supply questions are identical in all other respects for the four Sight locations.



Applicant Purchases

Purchases made with the intention of supporting rough diamond manufacturing in the Sight location.

Please see **Schedule 1** for definitions of the Sources of Supply referenced in this question.

Please see **Schedule 2** for a translation table from current GSS boxes to the categories of rough diamond displayed for this question.



Manufacturing Capacity

➤ Manufacturing Factories

- Factories may only be listed if they are declared on the BPP SMART system as owned or contractor factories AND polished output may only be listed if the Applicant Compliance Group has retained title to the goods throughout the process of converting uncut rough into finished polished.
- The factory name should be consistent with the responses entered on the BPP SMART system. Location related to the city and country of the factory (for example, Surat, India).
- Headcount figures to reflect the average number of employees and/or contractors based at the factory in the last three financial years.
- Facility certification is an opportunity to declare any accreditation from an organisation such as ISO or LEED, the factory may have attained.
- Factory specialisation is an opportunity to declare any particular specialisation the factory may have (for example, sizes of polished, fancy cuts).
- 2019 % Throughput DB Rough is the % of the value of the rough diamonds used to produce the declared polished output, of the factory, that is sourced directly from GSS (International), GSS (Botswana), NDTC and/or SSSA (as applicable) .

➤ Polished Output – Owned and Contractor Factories

- Please declare for owned and contractor factories separately the 2019 polished output by polished size, colour and quality groupings.
- Select the three primary distribution routes for each grouping of polished, and the carat % distributed through each in 2019.
- Where programmes are selected as one of the primary distribution routes, please list the programmes involved, confirming that in answering this question:
 - (a) the names of all third parties and/or the arrangements you have, or may have, with them are fully in the public domain;
 - (b) disclosure to GSS of your arrangements with them does not breach any obligation of confidentiality that you may have to such third parties;
 - (c) where applicable, you have the requisite consent or approval of the third party to the disclosure of the arrangements; and
 - (d) you agree to share information related to the performance of the initiative (or brand or programme) to GSS on a periodic basis during the Selling Period.

➤ Technology

A brief explanation of investments in technology by the Applicant Compliance Group in the Sight location since 1 January 2016, and how this investment has assisted in creating competitive advantage.

➤ Product Requirements

- Target Polished Output



Provide your annual target polished carat output for 2021, from GSS (International), GSS (Botswana), NDTC and/or SSSA (as applicable) in the Sight location.

➤ De Beers rough products

Provide your annual ITO request for 2021, in \$m, for manufacturing in the Sight location.

➤ Rationale

Generally, we would not anticipate selling a customer more than 50% of their polished requirements, based on the average of their last 3 years' polished output. If you have applied for more than this, please explain why you think the Applicant Compliance Group should be allocated a higher supply level in the Sight location.

➤ **Ideal ITO Intake Split**

To allow GSS (International), GSS (Botswana), NDTC and/or SSSA (as applicable) to fully understand the relative priority of supply of the Boxes applied for it is required to complete the Ideal ITO Intake Split table (Q3, d)). Provide here, in \$m, the ideal ITO of the Applicant Compliance Group for their Manufacturer Supply Contract in the Sight location, if GSS (International), GSS (Botswana), NDTC and/or SSSA (as applicable) can only fulfil 20% and 50% of the total value of rough diamonds applied for in the ITO Request table (Q3, b).



Schedule 1

Sources of Supply

➤ **De Beers Primary:**

All purchases of rough diamonds from GSS (International), GSS (Botswana), SSSA, NDTC and De Beers Group Auctions (DBGA) (i.e. excluding purchases from ODC, SDT and Namdia) made with the intention of supporting rough diamond trading activities or rough diamond manufacturing in the Sight location, dependant on the type of supply contract application.

➤ **Third-Party Primary:**

All purchases of rough diamonds from other primary producers made with the intention of supporting rough diamond trading activities or rough diamond manufacturing in the Sight location, dependant on the type of supply contract application.

➤ **De Beers Secondary Market:**

All purchases of rough diamonds sourced from the secondary market, that are known to be from GSS (International), GSS (Botswana), SSSA, NDTC and DBGA rough diamonds (i.e. excluding purchases from ODC, SDT and Namdia) made with the intention of supporting rough diamond trading activities or rough diamond manufacturing in the Sight location, dependant on the type of supply contract application.

➤ **Other Secondary Market:**

All purchases of rough diamonds sourced from the secondary market that are not De Beers Primary or De Beers Secondary Market rough diamonds made with the intention of supporting rough diamond trading activities or rough diamond manufacturing in the Sight location, dependant on the type of supply contract application.



Schedule 2

Box Translation

NAMIBIAN UNAGGREGATED				
Category	Box	Core Manufacturing Categories (Used in Manufacturing Contract Q1)	Categories for Boxes Requested (Used in Manufacturing Contract Q3)	Comments
Unaggregated	-10GR High	4-6GR GEM HIGH	4-6GR GEM HIGH	8GR removed from the current -10GR High (4-8GRS) box
Unaggregated	-10GR Medium	4-6GR GEM MED AND COLOURED & BROWN GEM	4-6GR GEM MED AND COLOURED & BROWN GEM	8GR removed from the current -10GR High (4-8GRS) box
Unaggregated	2.5-4CT High	2-4CT GEM HIGH	2-4CT GEM HIGH	Current 2.5-4CT box extended to include 2CT stones
Unaggregated	2.5-4CT Medium	2-10CT GEM MEDIUM	2-10CT GEM MEDIUM	Current 2.5-4CT and +5ct Medium merge to be extended to include 10CT stones
Unaggregated	+5CT High	+5CT GEM HIGH	+5CT GEM HIGH	No Change
Unaggregated	5CT Medium	+2-10CT GEM MEDIUM	+2- 10CT GEM MEDIUM	Current +5ct Medium and 2-4ct merge to be extended to include 2CT - 4CT stones - lower qualities
Unaggregated	+10.8CT High	+5CT GEM HIGH	+5CT GEM HIGH	No Change
Unaggregated	+10.8CT Coloured	+5CT GEM HIGH	+5CT GEM HIGH	No Change
Unaggregated	+10.8CT Medium	+2CT GEM MED	+2CT GEM MED	No Change
Will be phased out and be replace with 2-10 Medium box (2CT Gem Medium)				
AGGREGATED				
Category	Box	Core Manufacturing Categories (Used in Manufacturing Contract Q1)	Categories for Boxes Requested (Used in Manufacturing Contract Q3)	Comments
Coloured	3 COL MB 4-6GR	-2CT COLOURED AND BROWN GEM	-2CT COLOURED AND BROWN GEM	8GR removed from the current 3 COL CHIPS 4-8GRS box - 3 COL CHIPS 4- 6GRS & 3 COL MB 4-6GRS & 3 COL FANCIES 4-6GRS Current COLD COMMERCIAL 2.5-10CTS box extended to include 2CT stones - Lower Yielding models
Coloured	COLD COMMERCIAL 2-10CT	+2CT COLOURED AND BROWN GEM	+2CT COLOURED AND BROWN GEM	Current COLOURED 2.5-10CTS box extended to include 2CT stones
Coloured	COLD 2-10CT	+2CT COLOURED AND BROWN GEM	+2CT COLOURED AND BROWN GEM	8grs removed from current COLD 4-8GRS & CAPE Z 4-8GRS box- COLD 4-6GRS & CAPE 4-6GRS MERGED
Coloured	COLD & CAPE Z 4-6GRS	-2CT COLOURED AND BROWN GEM	-2CT COLOURED AND BROWN GEM	Current COMMERCIAL 2-4CT box extended to include 2CT stones - Lower Yielding models removed to Select MB
Commercial High	COMMERCIAL 2-4CT	2-4CT GEM HIGH	2-4CT GEM HIGH	Current COMMERCIAL 5-10CT - Lower Yielding models removed to Select MB
Commercial High	COMMERCIAL 5-10CT	+5CT GEM HIGH	+5CT GEM HIGH	Current FRSTD 2.5-10CTS box extended to include 2CT stones
Commercial High	FRSTD 2-10CT	2-4CT GEM HIGH	2-4CT GEM HIGH	Current Select MB 2.5-4cts - to include better quality MB's from Commercial 2-10cts
Commercial High	SELECT MB 2-4CT	+2CT GEM MED	+2CT GEM MED	Current Select MB 5-10cts - to include better quality MB's from Commercial 5-10cts
Commercial High	SELECT MB 5-10CT	+2CT GEM MED	+2CT GEM MED	Current Spotted 2.5-4cts and 5-10cts merged to also include 8grs - ~20% Bottom end quality removed
Commercial High	SPOTTED Z 2-10CT	+2CT GEM MED	+2CT GEM MED	8GR removed from the current CHIPS 4-8GRS box
Commercial Medium	CHIPS 4-6GR	4-6GR GEM HIGH	4-6GR GEM HIGH	8GR removed from the current FROSTED Z 4-8GRS box
Commercial Medium	FROSTED Z 4-6GR	4-6GR GEM HIGH	4-6GR GEM HIGH	8GR removed from the current MB 4-6GR
Commercial Medium	MB 4-6GR	4-6GR GEM MED	4-6GR GEM MED	8GR removed from the current SPOTTED Z 4-8GRS box
Commercial Medium	SPOTTED Z 4-6GR	4-6GR GEM MED	4-6GR GEM MED	Current CRYSTALS 2.5-4CTS box extended to include 2CT stones
Crystals	CRYSTALS 2-4CT	2-4CT GEM HIGH	2-4CT GEM HIGH	8GR removed from the current CRYSTALS 4-8GRS box
Crystals	CRYSTALS 4-6GR	4-6GR GEM HIGH	4-6GR GEM HIGH	No change
Crystals	CRYSTALS 5-10CT	+5CT GEM HIGH	+5CT GEM HIGH	8GR removed from the current FANCIES 4-8GRS box
Fancy	FANCIES 4-6GR	4-6GR GEM HIGH	4-6GR GEM HIGH	Current FANCY MB 2.5-10CTS box extended to include 2CT stones
Fancy	FANCY MB 2-10CT	+2CT GEM MED	+2CT GEM MED	Current COLD FINE 2.5-4CTS box extended to include 2CT stones
Fine	COLD FINE 2-4CT	2-4CT GEM HIGH	2-4CT GEM HIGH	No change
Fine	COLD FINE 5-10CT	+5CT GEM HIGH	+5CT GEM HIGH	Current ROUND MB 4-8GRS box extended to include 2CT stones
Fine	COLLECTION 2-4CT	2-4CT GEM HIGH	2-4CT GEM HIGH	No change
Fine	COLLECTION 5-10CT	+5CT GEM HIGH	+5CT GEM HIGH	8GR removed from the current COLLECTION Z 4-8GRS box
Fine	COLLECTION Z 4-6GR	4-6GR GEM HIGH	4-6GR GEM HIGH	Current FINE 2.5-4CTS box extended to include 2CT stones
Fine	FINE 2-4CT	2-4CT GEM HIGH	2-4CT GEM HIGH	No change
Fine	FINE 5-10CT	+5CT GEM HIGH	+5CT GEM HIGH	8GR removed from the current FINE Z 4-8GRS box
Fine	FINE Z 4-6GR	4-6GR GEM HIGH	4-6GR GEM HIGH	