

**MINERALS COMMISSION**  
**ANNUAL FINANCIAL & TECHNICAL RETURNS ON MINING COMPANIES**  
**(ACT 450)**

Reporting Year.....

**A. COMPANY DETAILS**

- 1. Name of Company.....Mineral Produced.....
- 2. Address.....
- 3. Location/Concession.....Mining Area.....
- 4. Fax..... Website..... E-Mail.....
- 5. Company Directors

- (a)..... (d).....
- (b)..... (e).....
- (c).....

6. Company Shareholding:

Name of Shareholder	% Shareholding
(a).....	.....
(b).....	.....
(c).....	.....
(d).....	.....
(e).....	.....
(f).....	.....
(g).....	.....

**B. FINANCIAL**

- 1. Foreign Exchange Rate Applied: Cedis/ US \$ .....
- 2. (a) Total Mineral produced (MT/carat/oz) .....
- (b) Total Minerals sold (MT/carat/oz) .....
- 3. Gross Mineral Sales (US\$) .....

	<u>FC (US\$)</u>	<u>LC (Cedis) *</u>	<u>Total(US\$)</u>
4. Total Capital Expenditure	.....	.....	.....
5. Capital Expenditure Details:			
(a) Buildings	.....	.....	.....
(b) Office Furniture & Equipment	.....	.....	.....
(c) Roads	.....	.....	.....
(d) Utilities Infrastructure (Plant, Equipment, Civil Works, etc.):			
Power	.....	.....	.....
Water	.....	.....	.....
Communication	.....	.....	.....
(e) Mining Equipment	.....	.....	.....
iii (f) Processing Plant & Equipment	.....	.....	.....
(g) Others	.....	.....	.....

	<u>FC (US\$)</u>	<u>LC (Cedis)</u>	<u>Total(US\$)</u>
6. Total Cash operating expenditure (excluding iv Depreciation, loan interest & taxes)	.....	.....	.....
7. Cash Operating Expenditure Details:			
(a) Salaries and Wages (including 12.5% Social Sec. Contribution)	.....	.....	.....
(b) Training	.....	.....	.....
(c) Medical	.....	.....	.....
(d) Contract Services	.....	.....	.....
(e) Consumables (Chemicals, Cement etc).....	.....	.....	.....
(f) Fuel (Diesel, Petrol.....)	.....	.....	.....
(g) Utilities (Water, Electricity, Telecom).....	.....	.....	.....
(h) Crop Compensation	.....	.....	.....
(i) Others	.....	.....	.....

\* FC – Foreign Component

LC - Local Component

	<u>FC (US\$)</u>	<u>LC (Cedis)</u>	<u>Total(US\$)</u>
8. Total Loan Interest Paid	.....	.....	.....
9. Dividends paid	.....	.....	.....
10. New Equity (excluding retained earnings)	.....	.....	.....

	<u>Payable</u>	<u>Paid</u>
11. Royalties (¢)	.....	.....
12. Corporate Tax (¢)	.....	.....
13. Import Duties/Levies (¢):		
(a) Customs Duty	.....	.....
(b) Customs Processing Fee	.....	.....
(c) Concessionary Levy (5% on Imports)	.....	.....
(d) Export Dev. Levy	.....	.....
(e) ECOWAS levy	.....	.....
(f) National Reconstruction Levy (2.5%)	.....	.....
(h) Others (Specify)	.....	.....

14. Contributions to Mining Communities (Specify US\$ or ¢):	
(a) Alternative (Economic) Livelihood Projects*.....	.....
(b) Water project.....(c) School Project.....	.....
(d) Electricity Project.....(e) Any other .....	.....

\* Contributions to Mining communities that go to enhance the economic development of the communities even after mine closure.

(Please provide brief(s) on various projects)

15. Loans Secured:

(a) Outstanding Old Loans (Please name lender):

	Lender 1 ( )	Lender2 ( )	Lender 3 ( )
(i)Original Loan Amount (US\$)	-----	-----	-----
(ii)Initial moratorium on principal (yr.)	-----	-----	-----
(iii) Interest rate (% per annum)	-----	-----	-----
v (iv)Outstanding amount to be repaid at year end (US\$)	-----	-----	-----
vi (v)Outstanding repayment period (yr.)	-----	-----	-----
vii (vi)Principal repayment (US\$)	-----	-----	-----
viii (vii)Interest payment (US\$)	-----	-----	-----
ix (viii) Total amount drawn down in reporting year (US\$)	-----	-----	-----

(b) New Loans Contracted in year (Please name lender):

	<u>Lender 1</u>	<u>Lender 2</u>	<u>Lender 3</u>
(i)Loan amount (US\$/¢)	-----	-----	-----
(ii)Interest rate (% per annum)	-----	-----	-----
x (iii)Interest payment (US\$)	-----	-----	-----
xi (iv)Moratorium on principal	-----	-----	-----
xii (v)Repayment period (years)	-----	-----	-----
xiii (vi)Principal payment (US\$)	-----	-----	-----
xiv (vii)Total Loans drawn down(US\$)	-----	-----	-----

16. Foreign Exchange Retention Level (%) .....

17. Actual Foreign Exchange brought into the country (US\$)  
i) Through Bank of Ghana .....  
ii) Through rest of Banking System .....

18. Any Hedging: Yes/No (*cancel as appropriate*)  
*(If yes please attach a brief specifying type, Magnitude of output Hedged and Terms of Contract).*

**19. Please submit also a copy of Annual Audited Accounts as soon as available.**

**C. TECHNICAL**

1. RESERVE POSITION (As at end of year):

ORE	TONNAGE (tonne)	GRADE (g / t)	CONTAINED MINERALS (oz, carat, .....
Proven			
Probable			
Possible			
TOTAL			

2. PROJECTED MINERAL OUTPUT (FOR REPORTING YEAR +1): .....

3. MAJOR BREAKTHROUGH DURING REPORTING YEAR (including Technological innovation)\*  
\*You may use separate sheet if necessary

## **D. LABOUR STATISTICS**

### 1. MANPOWER TRAINING (GHANAIAN)

DESCRIPTION OF TRAINING PROGRAMME	NUMBER OF WORKERS ON TRAINING *																			
	GEOLOGY AND SURVEY				MINING				PROCESSING				SUPPORTING ENGINEERING				ADMINISTRATION AND OTHERS			
	JNR		SNR		JNR		SNR		JNR		SNR		JNR		SNR		JNR		SNR	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
In-service training at the mine																				
Attachment training with other mine																				
Formal study leave																				
Other Schemes (specify type where applicable)																				

\* JNR- Junior Staff    SNR- Senior Staff    M- Male    F- Female

### 2. STAFF RECRUITMENT AND TURNOVER (GHANAIAN)

DESCRIPTION	STAFF RECRUITMENT & TURNOVER																			
	GEOLOGY AND SURVEY				MINING				PROCESSING				SUPPORTING ENGINEERING				ADMINISTRATION AND OTHERS			
	JNR		SNR		JNR		SNR		JNR		SNR		JNR		SNR		JNR		SNR	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Recruitment																				
Retirement																				
Resignation																				
Redundancy																				
Dismissal																				

3. MANPOWER TRAINING (EXPATRIATE)

DESCRIPTION OF TRAINING PROGRAMME	NUMBER OF WORKERS ON TRAINING																			
	GEOLOGY AND SURVEY				MINING				PROCESSING				SUPPORTING ENGINEERING				ADMINISTRATION AND OTHERS			
	JNR		SNR		JNR		SNR		JNR		SNR		JNR		SNR		JNR		SNR	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
In-service training at the mine																				
Attachment training with other mine																				
Formal study leave																				
Other Schemes (specify type where applicable)																				

4. STAFF RECRUITMENT AND TURNOVER (EXPATRIATE)

DESCRIPTION	STAFF RECRUITMENT & TURNOVER																			
	GEOLOGY AND SURVEY				MINING				PROCESSING				SUPPORTING ENGINEERING				ADMINISTRATION AND OTHERS			
	JNR		SNR		JNR		SNR		JNR		SNR		JNR		SNR		JNR		SNR	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Recruitment																				
Retirement																				
Resignation																				
Redundancy																				
Dismissal																				

5. MAJOR CONSTRAINTS DURING REPORTING YEAR:

I HEREBY CERTIFY THAT THE INFORMATION AS PROVIDED ABOVE IS TRUE

Name .....Signature:.....

Title: .....Date:.....