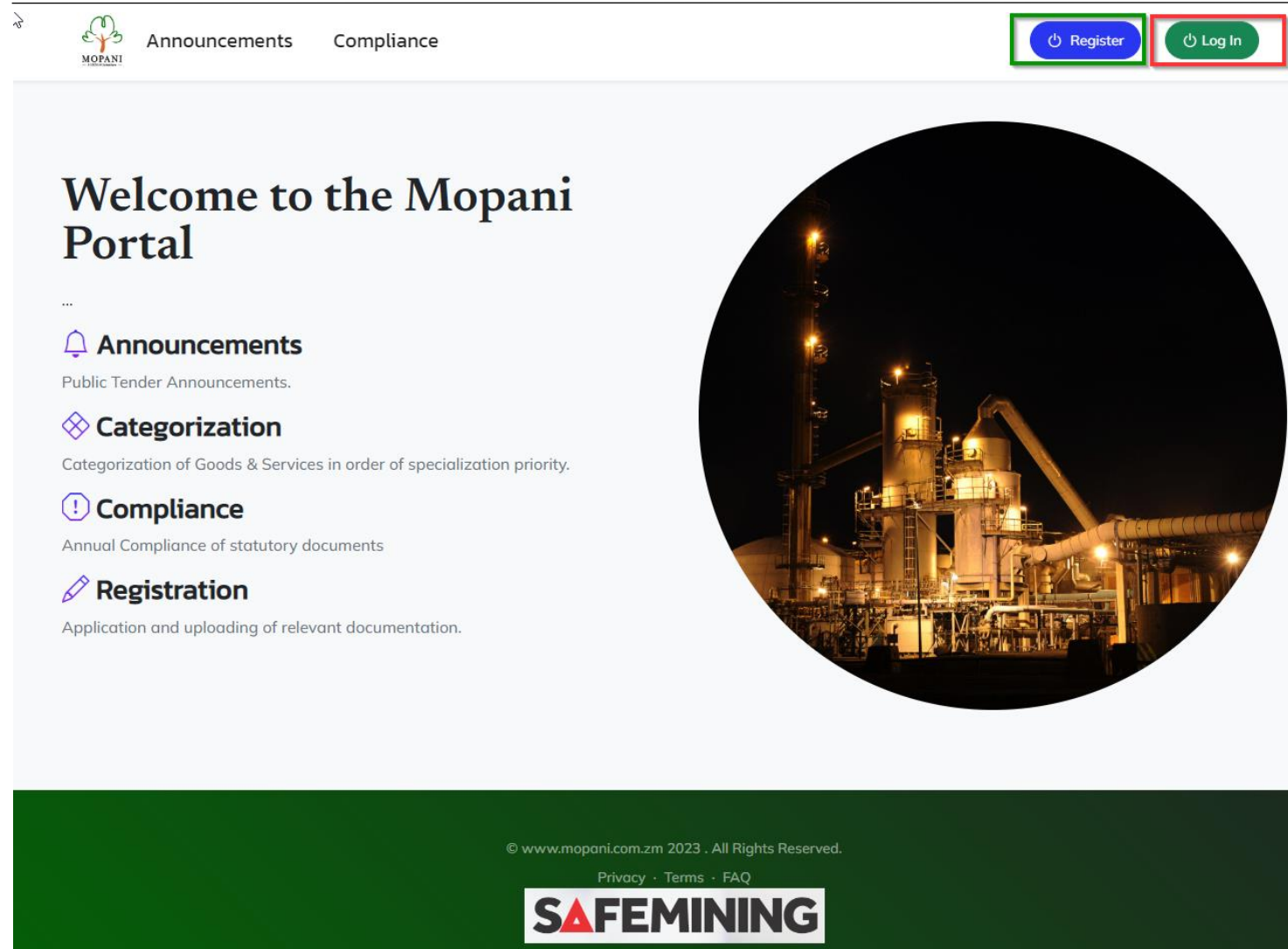


# Mopani Copper Mines PLC

Instructions for compliance online submission process



## Login



Announcements Compliance

Register Log In

### Welcome to the Mopani Portal

...

- Announcements**  
Public Tender Announcements.
- Categorization**  
Categorization of Goods & Services in order of specialization priority.
- Compliance**  
Annual Compliance of statutory documents
- Registration**  
Application and uploading of relevant documentation.

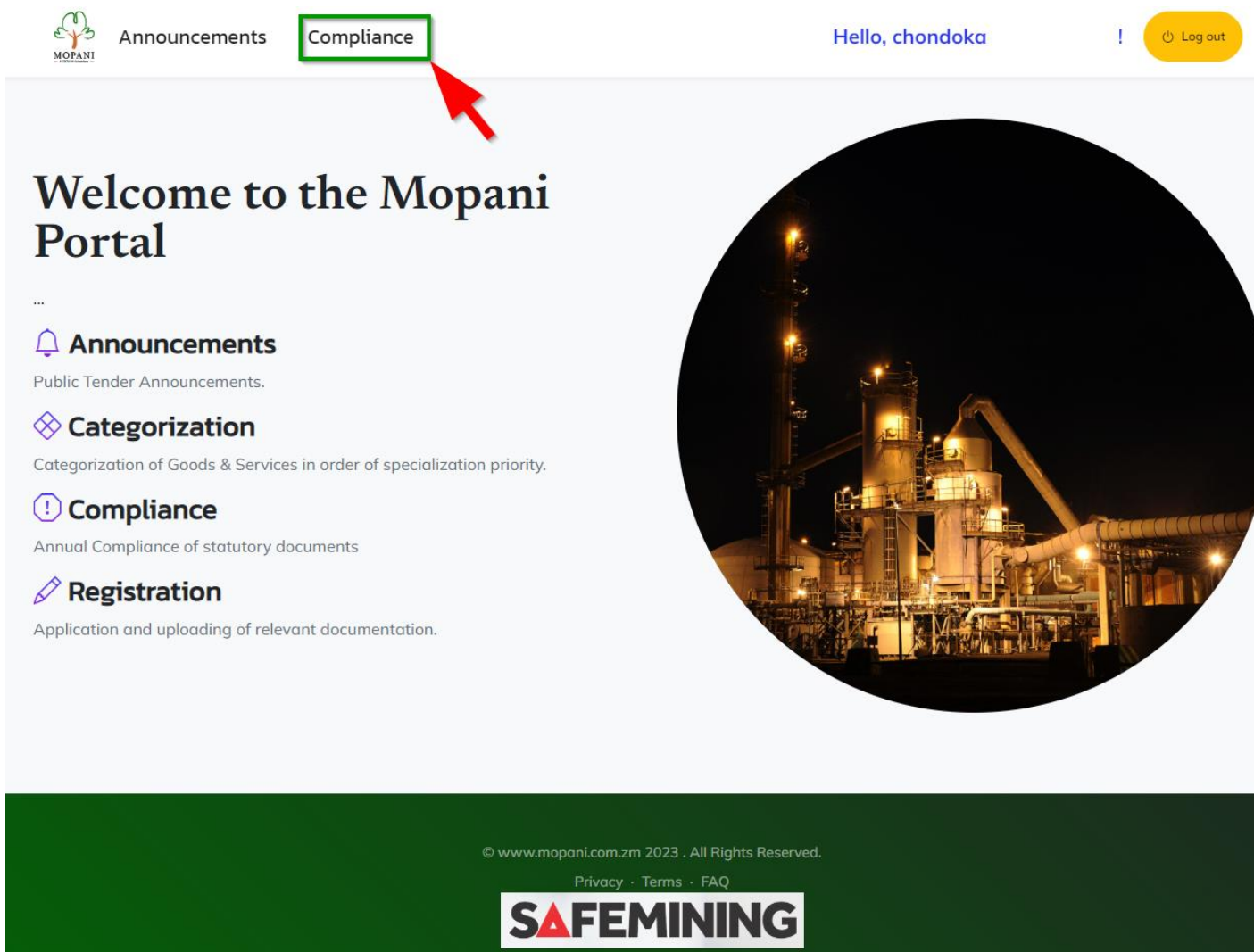
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Privacy · Terms · FAQ

**SAFEMINING**

Use button highlighted in **red** with your Details to Log in

If you are not registered use the button highlighted **green** and the email address we correspond on for the registration process, then login.

# Compliance Screen - Navigation



The screenshot shows the Mopani Portal navigation menu. At the top, there are links for 'Announcements', 'Compliance', 'Hello, chondoka', and a 'Log out' button. The 'Compliance' link is highlighted with a green box and a red arrow. Below the navigation menu, there is a large circular image of an industrial facility at night. The main content area lists several menu items: 'Announcements' (Public Tender Announcements), 'Categorization' (Categorization of Goods & Services in order of specialization priority), 'Compliance' (Annual Compliance of statutory documents), and 'Registration' (Application and uploading of relevant documentation).

Click on the highlighted green button “compliance” to navigate to the compliance screen

## Compliance Screen - Main Page



Announcements

Compliance

Hello, chondokab

! Log out

### Mopani Portal

#### Supplier Documents Compliance



#### Compliance Documents

##### Requirements

Annual statutory documents for 2023

##### Procedures, Terms and Conditions

MPL-006 Contractor HSE Management.pdf







Mopani - General Terms and Conditions of Contract 2020.pdf







MPL-007 Contractor Penalty System.pdf



 NAPSA (National Pension Scheme) - 

 Tax clearance certificate - 

 Workers Compensation compliance certificate - 

 ZPPA Supplier registration certificate - 

#### Attach your Files

Supported file types (pdf,jpg,png,jpeg,pjpe,pjp,svg and webp)  
Maximum file size 10 mb

Attachment Type

Select...

Expiry Date

#### Supplier Details




# Compliance Screen - Details

**Compliance Documents**









**Requirements** Details about the files needed and instructions

Annual statutory documents for 2023 Description

*Procedures, Terms and Conditions*

MPL-006 Contractor HSE Management.pdf	Downloadable information you must go through	
Mopani - General Terms and Conditions of Contract 2020.pdf		
MPL-007 Contractor Penalty System.pdf		

**Required Files for uploading**

-  NAPSA (National Pension Scheme) - 
-  Tax clearance certificate - 
-  Workers Compensation compliance certificate - 
-  ZPPA Supplier registration certificate - 

Requirements shows the details of what is expected of the compliance

Downloadable MCM information using the green buttons

The required attachments are mandatory for this compliance submission campaign to be complete

# Compliance Screen - Attachments

**Attach your Files**

Supported file types (pdf,jpg,png,jpeg,pjpeg,pjp,svg and webp)  
Maximum file size 10 mb

**Files Format types that are allowed**

Attachment Type  
Select... **Selected attachment type to upload**

Expiry Date  
12/31/2023 **Date when the attached document will expire**

File  
Choose File No file chosen **choose the actual file to be uploaded from your computer** [Upload](#)

\*Note the same attachment file cannot be attached twice\*

**Attachments List**

[Save Attachments](#) [Submit Attachments](#)

The file format types allowed are indicated

Click on the “select” to choose the attachment type

Attachment Type

Select...

**Articles Of Incorporation**

Audited financial or financial statements report for two financial years

Choose the date when the attachment will expire

Expiry Date

12/31/2023

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
<b>31</b>	1	2	3	4	5	6

[Upload](#)

\*Note the same attachment file cannot be attached twice\*

# Compliance Screen – Attaching Process

### Attach your Files



Supported file types (pdf,jpg,png,jpeg,pjpeg,pjp,svg and webp)  
Maximum file size 10 mb

Attachment Type  
Articles Of Incorporation

Expiry Date  
12/31/2023

File  
Choose File Articles in incorporation.pdf Upload

*\*Note the same attachment file cannot be attached twice\**

Attachments List	Attached Files		
Articles in incorporation.pdf	12/31/2023		

Save Attachments Submit Attachments

The **red** highlighted area will show the uploaded files

When the files are uploaded, they can be **downloaded** or **deleted**

Click on the “**save attachments**” button to save files.

Once all the files have been uploaded, submit to complete the process on the “**submit attachments**” button.

**NB: submitted attachments cannot be modified**

Feedback during attaching process

- ✓ Success !!! :) Uploaded to Storage
- ✓ Success !!! :) Saved to Database

# Compliance Screen – Feedback

Articles Of Incorporation -

Audited financial or financial statements report for two financial years -

Attached files will be ticked

Articles Of Incorporation -

Audited financial or financial statements report for two financial years -

*Compliance completion Feedback*





✓ Success !!! :) Compliance Files Submitted ×


✓ Success !!! :) Thank you ×

✓ Success !!! :) Submitted ×



# Compliance Screen – Completed

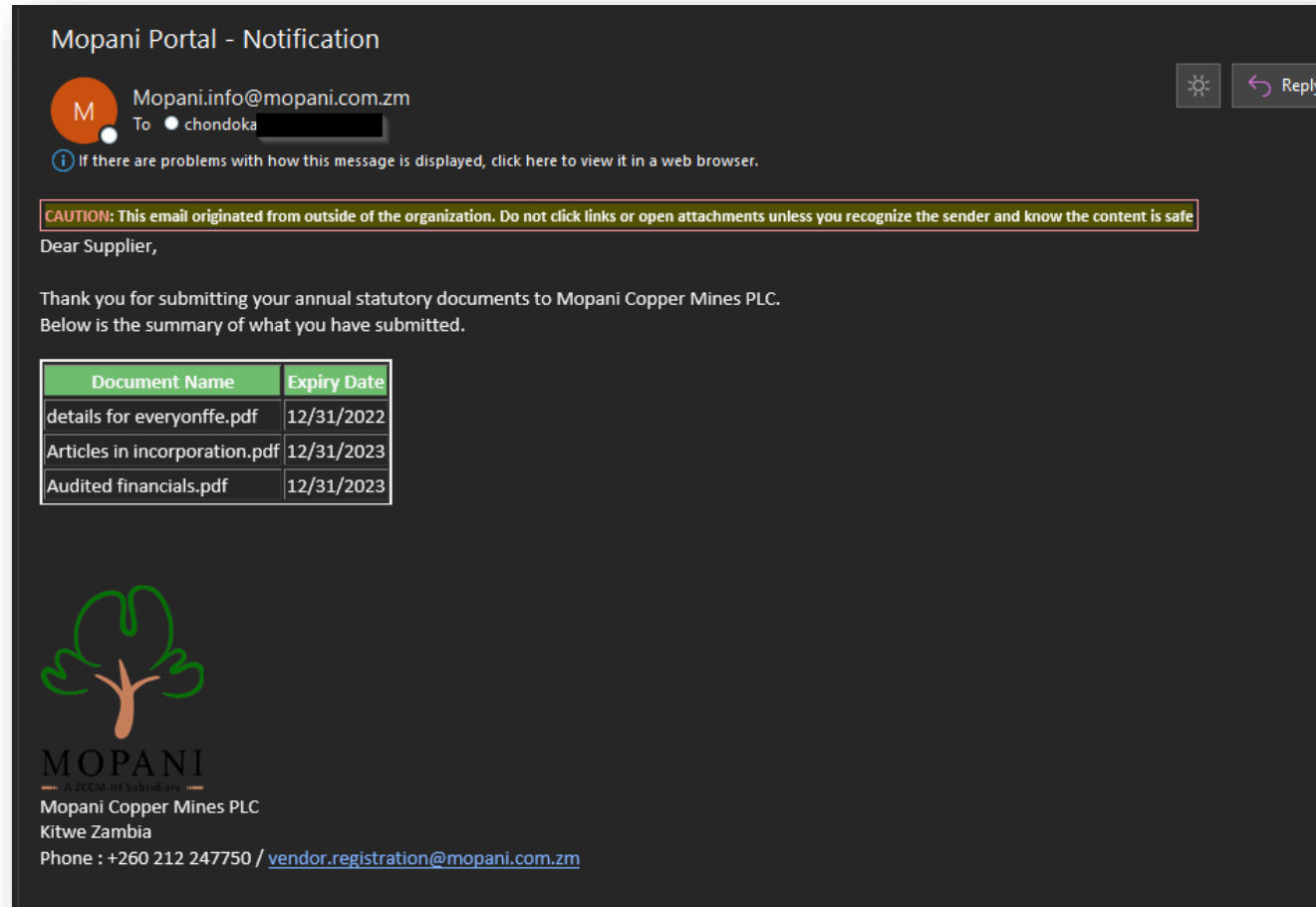
Attachments List			
Articles in incorporation.pdf	12/31/2023		
Audited financials.pdf	12/31/2023		

 Submitted, Contact Vender relations to resubmit !!!

Once Completed you must contact vendor relations for any modifications

Files can be **download** but cannot be **deleted**

# Compliance Screen – Email Confirmation



Upon Completion an email for confirmation will be received

# Done

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- Thank you .
- For more help contact vendor relations