Company name: .....

Please provide the information as requested below. The information will be used to prepare for the publication and for the sharing of best practices. Each company will be allocated four-A4-page spaces to fill. Photos can be included at the end of the document.

Summary of company background (Please fill the details in the following box, not exceeding 200 words)

Productivity, resource efficiency and energy efficiency (Please fill the details in the following box, not exceeding 300 words for each program. The most successful programs should appear in reverse chronological order i.e. putting the most recent first.)

Health and Safety Performance (Please fill the details in the following box, not exceeding 300 words for each program. The most successful programs should appear in reverse chronological order.)

Employee, welfare and protection (Please fill the details in the following box, not exceeding 300 words for each program. The most successful programs should appear in reverse chronological order.)

Human Resource Development (Please fill the details in the following box, not exceeding 300 words for each program. The most successful programs should appear in reverse chronological order.)

Environmental management measures and programs (Please fill the details in the following box, not exceeding 300 words for each program. The most successful programs should appear in reverse chronological order.)

Land use plan, management and mine rehabilitation (where applicable) (Please fill the details in the following box, not exceeding 300 words for each program. The most successful programs should appear in reverse chronological order.)

Social/Community development programs including Corporate Social Responsibility (Please fill the details in the following box, not exceeding 300 words for each program. The most successful programs should appear in reverse chronological order.)

Information, Education and communication Programs (Please fill the details in the following box, not exceeding 300 words for each program. The most successful programs should appear in reverse chronological order.)

## Photos

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Standard Format for Text

Font Style	Times New Roman
Font Size	12
Line Spacing	Single
Column	One (Company Profile)
	Two (Main Text)

Maximum of four (4) pages per company