



## Capital/Non-Routine Expenditure Application (CNA)

This form must be used to obtain approval before any capital and non-routine expenditure is incurred  
HODs/Project managers must ensure that proper upfront planning has been done and must meet all the deliverables (cost, quality, time and scope of works).

CA Number (to be assigned by Finance)

### A. GENERAL

<b>1</b>	<b>Operation</b>	Rutongo Mines	<b>2</b>	<b>Department</b>	Asset Protection
<b>3</b>	<b>Head of Department</b>	Valens NTABANA	<b>4</b>	<b>Project Sponsor</b>	
<b>5</b>	<b>Project Manager</b>	Valens NTABANA	<b>6</b>	<b>Project 2nd-in-charge</b>	Fred MICO

### B. PROJECT IDENTIFICATION

<b>1</b>	<b>Project Name</b>	Closing unsafe shafts and Holes			
<b>2</b>	<b>Project Category</b>	Non-routine projects: Operational Expenditure	<b>Parent CNA ref</b>		
<b>3</b>	<b>Project Type</b>	Staged	<b>4</b>	<b>Asset Classification</b>	Mining development & infrastructure

### C. FINANCIAL INFORMATION

<b>1</b>	<b>Budgeted/Unbudgeted</b>	Budgeted - 5 Yr Plan		<b>2</b>	<b>Approved Budget Amount (5Yrs):</b>	
<b>3</b>	<b>Current year budget</b>	Q1: X	Q2:	Q3:	Q4:	
<b>4</b>	<b>Previous CNA request:</b>	+	<b>Current CNA request:</b>	21,545	=	<b>Total project cost:</b> 21,545
<b>5</b>	<b>If unbudgeted, what budgeted project to offset? (name of project and budget amount)?</b>					
<b>6</b>	<b>Reason for substitution</b>					

### D. PROJECT OVERVIEW

#### 1 Project Description/Background

Excavator will be used to fill in abandoned mining shafts or pits that illegal miners have dug. The excavation equipment helps to ensure that the area does not pose any further risk of collapse or erosion. Using excavators can significantly reduce the time required to close multiple shafts or pits. This prevents further access and reduces the risk of people falling into these dangerous, open holes. They are also used to remove debris that could cause further obstruction or accidents.

#### 2 Alternatives Considered

Excavators play a key role in mitigating the damage caused by illegal mining operations by providing a quick, effective way to seal off dangerous pits and restore the land. However, their use is only one part of a more comprehensive strategy that needs to address both the physical dangers and the socio-economic factors that drive illegal mining in the first place.

#### 3 Schedule & Milestone dates

	Schedule & Milestone	Responsible	Target Date	Duration (days)
a	Closing and clearing the shafts & holes	Valens NTABANA	2025-Dec-08	90 days
b				
c				
d				
e				
f				
g				
h				
i				
j				
k				
l				

**4 Risks management considerations & mitigation**

	Risks	Mitigation	Responsible
a	Collapse of unstable ground	Conduct a geotechnical or surface stability assessment before excavation	UMUGANWA Diogene
a	Entrapment or injury to machine operators	Ensure only trained and licensed operators are used.	Kevin Kayiranga
a	Soil erosion after closing shafts	Create erosion control measures such as contouring, berms, or grass seeding.	SHEC
a	Conflict, reopening pits	Community engagement, alternative livelihoods, barriers	SHEC
a			

**5 Management of change considerations**

	Management of change considerations	Responsible
a	Technical & Operational Impact(Could the change affect equipment functioning, ground stability)	Valens NTABANA
b	Health & Safety Impact(ex;Working closer to unstable shafts → increased collapse risk)	Kevin Kayiranga
c	Environmental Impact	Ernest KARANGWA
d	Requires new access road → environmental disturbance	Ernest KARANGWA
e	Brief all workers before implementation	Kevin Kayiranga

**E REPLACEMENT ASSET(S) (required if project type selected is "replacement asset")**

**1 Details of asset being replaced**

	Asset Number	Description	Net Book Value	Proposed Mode of Disposal
a				
b				
c				
d				
e				
f				
g				

**2 Redundant/obsolete spare parts/consumables**

Will any existing inventory of spares / consumables relating to the asset being replaced need to be scrapped or written off?

Yes (fill-out details below)

No

	Stock Item Number	Description	Net Book Value	Proposed Mode of Disposal
a				
b				
c				
d				
e				
f				
g				

F MAJOR COST COMPONENTS					
Description	Supporting document/reference	Original currency		US\$ FX rate	US\$
		Curr	Amount		
Excavator(three months)	Invoices	RWF	26,550,000	0.00069	18,320
Trees(210pcs)		RWF	2,100,000	0.00069	1,449
Rails(170pcs)		RWF	1,700,000	0.00069	1,173
Cement(50bags)		RWF	550,000	0.00069	380
Petrol for chain saw(50ltrs)		RWF	85,000	0.00069	59
Long nails(120kgs)		RWF	240,000	0.00069	166
		RWF		0.00069	0
		RWF		0.00069	0
		RWF		0.00069	0
		RWF		0.00069	0
		RWF		0.00069	0
		RWF		0.00069	0
<b>Total</b>					<b>21,545</b>

•Comments on project expenditure

G TIMING OF EXPENDITURE (US\$'000)													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Prior expenditure													
Current Year												22	22
Future Years													
												<b>Total Value</b>	<b>21,545</b>

H PROJECT VALUATION								
1	Analysis required (based on justification category) FALSE							
2	Risk ranking for Legislative/Regulatory/Risk/Governance/G&A (attached risk evaluation)							
	Current situation	Severity/Impact	Probability	Heat map	If project is completed	Severity/Impact	Probability	Heat map
		I1	P7	7		I7	P1	7
3	ICT Impact? <input type="checkbox"/> Yes (ICT Manager approval needed) <input type="checkbox"/> No							
4	Key financial assumptions							
5	Result of the financial valuation:							
a	Net cash flow US\$							
b	NPV (Net present value) US\$							
c	IRR (Internal Rate of Return) %							
d	Payback (years)							

Project Name	Closing unsafe shafts and Holes	Project Value (US\$)	21,545
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SIGN OFFS AND APPROVALS			
Position	Name	Signature	Date
<b>PROJECT OWNER</b> <i>Required for all CNAs</i>	Valens NTABANA	for [Signature]	Dec 5, 2025
<b>DEPARTMENT MANAGER</b> <i>Required for all CNAs</i>	Valens NTABANA	for [Signature]	Dec 5, 2025
<b>FINANCE SUPERINTENDENT or MANAGER</b> <i>Required for all CNAs</i>			
<b>GROUP SUPPLY CHAIN MANAGER</b> <i>Required for all CNAs</i>			
<b>Group OHS Manager</b> <i>Required for all CNAs</i>			
<b>GENERAL MANAGER</b> <i>Required for all CNAs</i>	CAVIN WHITFORD	[Signature]	5/12/2025
<b>ICT MANAGER</b> <i>For projects requiring ICT expenditure or modifications</i>			
<b>HEAD OF THE PROJECT COMMITTEE</b> <i>For projects subject to stage gating process</i>			
<b>COO</b> >\$50k-\$100k in budget; >\$10k-\$20k out of budget <i>(N/A for CSR Activity)</i>	ST. Ryan	[Signature]	6/12/25
<b>CFO</b> >\$100k-\$250k in budget; >\$20k-\$50k out of budget <i>(N/A for CSR Activity)</i>			
<b>CEO</b> >\$250k-\$400k in budget; >\$50k-\$100k out of budget <i>(CSR Activity &lt;\$100k)</i>			
<b>BOARD OF DIRECTORS</b> >\$400k in budget; >\$100k out of budget <i>(CSR Activity &gt;\$100k)</i>			

Received by Finance	
Name	
Position	
Date	

System	
GL created in system by	
Created date:	
GL notification sent on	