

**INFORMATION FOR
NOT-FOR-PROFIT ORGANISATIONS**



MATCHED GIVING PROGRAM

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BHP Billiton has established a Matched Giving Program, through which the Company will match the community contributions made by employees.

The aim of the program is to support those not-for-profit community organisations our employees support either through their volunteering efforts, fund-raising or cash donations.

The program is not restricted to registered charities. Not-for-profit community organisations that provide a benefit to the whole community are eligible for matched funds from BHP Billiton. There are some exclusions to this, which are explained below.

HOW WILL IT AFFECT LOCAL COMMUNITY ORGANISATIONS?

BHP Billiton employees are entitled to receive matched funding for their volunteer time, their donations, and their fund-raising work:

If your organisation has BHP Billiton volunteers, donors or fund-raisers, encourage them to ask about the Matched Giving Program at their site, so they can apply to BHP Billiton to support their work with your organisation.

	Overall limit
Australia	AUD\$25,000 maximum (\$20 minimum)
South Africa	ZAR 125,000 maximum (ZAR 100 minimum)
U.K.	£10,000 maximum (£10 minimum)
Canada	CAN\$22,000 maximum (CAN\$20 minimum)
USA	US\$20,000 maximum (US\$15 minimum)

WHERE DOES THIS FIT WITH BHP BILLITON'S OVERALL COMMUNITY CONTRIBUTIONS?

BHP Billiton is committed to sustainable development and aims to be a valued member of the communities in which we operate. Our target is to contribute one per cent of pre-tax profit (on a rolling 3 year average) to sustainable community development programs. The Matched Giving Program is one of the programs we operate, as part of this commitment. In addition, many sites have their own local community support programs.

Details of BHP Billiton's community contributions can be found at www.bhpbilliton.com.



IF OUR ORGANISATION BENEFITS FROM BHP BILLITON EMPLOYEES GIVING IN THIS WAY, WHAT DO WE HAVE TO DO TO GET THE MATCH?

Each BHP Billiton employee needs to complete a simple application form. You can help with providing information about your organisation, and certifying that volunteer work was done on your behalf.

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- **Volunteer work:** An office bearer of your organisation must sign the application form to certify that the BHP Billiton employee performed the volunteer work they have stated.
- **Fund-raising:** You must make sure that the employee receives a receipt from the organisation for the funds they raise.
- **Donations:** For personal donations, you must make sure that the BHP Billiton employee has a receipt from your organisation.

BHP Billiton is working with CAF (Charities Aid Foundation) to administer the program. To enable CAF to verify not-for-profit organisations, the following information needs to be provided on the employee's Matched Giving application form:

- contact details
- bank account details
- an explanation of how your organisation provides a benefit to the community, beyond the members of the organisation.

CAF also requires evidence that you have a recognised legal structure. You need to send a copy of your constitution or documents about how you are governed directly to CAF, once an employee has chosen your organisation for a matched giving grant. CAF may contact you requesting further information. Please respond promptly so we can pay organisations as quickly as possible.

Your organisation only needs to do this once. If the organisation is approved, you will be given a validation number to use in future applications.

Finally, if the organisation meets the eligibility criteria, and the employee who has made the contribution has not reached the maximum they are able to claim, you should receive a matching amount from BHP Billiton and a confirmation letter.

ARE THERE ANY EXCLUSIONS?

1. The program does NOT match the following:

- Donations to political organisations.
- Donations made to individuals.
- Groups that discriminate or limit membership based on race, gender, beliefs, class or cultural considerations.
- Religious organisations.
- Adult sporting clubs, unless it is for junior sporting activities
- Recreation & leisure activities.

2. Payments in lieu of tuition or payments of class fees, alumni association fees, membership payments or fees for any service or similar payments do not qualify for a match. Donations, time, effort must be freely given, and not be given for anything in return.

3. BHP Billiton reserves the right not to match donations to organisations in some circumstances.



WHAT SHOULD WE DO IF OUR ORGANISATION RECEIVES A DONATION FROM BHP BILLITON UNDER THE MATCHED GIVING PROGRAM

BHP Billiton encourages local community organisations to use the Matched Giving Program to promote the important work you do in the community. You may wish to have your matched giving payments publicised in the local media, your own newsletters or BHP Billiton's employee newsletters. If you want help with this, contact your local BHP Billiton site.

CLOSING DATES

Payments are made every month. Applications have to be made by the employee through the Site office.

WHERE CAN WE GET MORE INFORMATION?

Contact the local BHP Billiton site or CAF at the following addresses:

ALL OTHER COUNTRIES

BHP Billiton Matched Giving Program

CAF Australia

Locked Bag 962

NORTH SYDNEY NSW 2059

Tel: 1300 653 567

E: bhpbilliton@cafaustralia.org

CANADA

Email contact available only

E: bhpbekati@cafaustrail.org

Forms are to be posted to Australia (See above)

SOUTH AFRICA

Manon Williams

BHP Billiton Matched Giving Program

CAF Southern Africa

Postnet Suite #37, Locked Bag X9,

Melville 2109

JOHANNESBURG

Tel: 011 726 1148

E: bhpbilliton@cafsouthernafrica.org.za

