INTRODUCTION

There are some important factors to be considered when arranging the delivery or collection of your metal holding. To assist you in this process, this guide will provide valuable information and instruction.

The Guide has been divided into 4 sections.

1. Fabrication – Information for clients who hold unallocated or pool allocated metal and wish to convert their holding to physical metal for delivery or collection.

2. Delivery – Information regarding the shipment of metal using freight companies.

3. Collection – Information regarding the process to arrange physical collection from The Mint.

4. Product Schedule – A list of available bars and their associated premium (fabrication fee)

FORMS

Forms can be printed and are available at the back of this guide.

- Request for FREIGHT QUOTE form
- Request for COLLECTION form
- Unsecured Transport Waiver form
- Client Arranged Freight form

Please read this information carefully and should you have any further questions, do not hesitate to contact Depository Services.

Please note that the information contained within this guide may not be applicable in all circumstances and that the Terms & Conditions of your Depository account should also be considered.

IMPORTANT INFORMATION

All fabrication and storage invoices must be paid in full prior to delivery or collection. Metal cannot be released until payment is received and this may impact the delivery or collection. Payment cannot be made on the day of collection and must be sent from the recognized banking details on file against your account.

Please provide as much notice as possible for all collections and deliveries. For collections we require a minimum 3 working days’ notice from confirmation of our receipt of your submitted details.

(You send in your request form and we’ll summarize the details back to you in an email, once you confirm the summarized details are correct, the 3 days’ notice begins)

Once you have accepted the freight quote or confirmed your collection, any changes will incur additional charges and all associated costs will be due.
1. FABRICATION

Clients with Unallocated or Pool Allocated metal must convert their holding to physical bars prior to collection or delivery. The standard time frame for fabricating metal is 10 business days, however, this may change with demand (this does not include delivery time).

A list of bars, including their fabrication charges can be found in the Product Schedule in this guide.

Please provide clear, written instruction as to the quantity and type of bar you would like. We are unable to provide any advice as to which products will best meet your requirements.

Wherever possible we try and keep stock of pre-fabricated bars, but their availability is based on demand. There may be occasions in which the bars will need to be fabricated and the supply will be determined by The Mint’s production schedule.

1000oz Silver and 400oz Gold bars are hand poured and consequently the exact number of ounces contained within each bar will vary. When allocating a 1000oz Silver or 400oz Gold bar, we try and select a bar with ounces as close to that held by the client. If you would like your bar to ounces to be over or under the stated size of a bar, please contact our office.

Depository Bullion bars are not Minted Bars and are not sold in packaging. Only the 1kg Gold, 400oz Gold, and 1000oz Silver bars have serial numbers.

All products are subject to availability and the production schedule (unless you already hold Allocated products)

2. DELIVERY

The Perth Mint uses the services of professional logistics companies with many years of experience in freight and transportation. Please note the Terms & Conditions of each individual freight company will apply.

The cost of delivery will depend upon the weight, value, destination and the level of service provided.

We are unable to provide approximate costs and require certain information in order to obtain a freight quote.

There may also be other import costs (such as taxes, duties or import bonds) for International shipments. Clients will need to investigate this directly with their local authorities as they are not covered in the cost of freight, nor do we offer advice on local authorities or their procedures.

Obtaining a freight quote may take anywhere from 1 to 5 business days depending on the destination country.

FREIGHT OPTIONS:

• UNSECURED/UNINSURED

These quotes will be supplied by general courier companies which deliver to residential address and business and are usually the least expensive method to ship precious metal up to the value of $70,000 (AUD). A tracking number will be provided by email on the day of dispatch. Quotes will be provided including an optional insurance of 1% of the value plus GST. Alternatively, you may choose to sign and complete the Unsecured Transport Waiver form and assume all risk.

• SECURE/INSURED – B

Secured deliveries for freight are available to business addresses or the nearest secure depots.

- For a Depot delivery you will need to attend the depot within 5 working days to sign for and collect the freight.
• If a business address is supplied, written confirmation that the premises is willing and able to accept delivery of precious metal is required. An applicable person such as a business manager, building manager or authorized employee should sign and date the letter, however, you will still need to be present to sign for the delivery.

• If the business address is another storage facility where you hold an account, we may be able to deliver to the location without you needing to be there, to discuss this option please contact our offices.

The selected carrier will transport all goods in a secure manner and insurance is included up to the point of delivery to the nominated business address or on receipt of a signature when collected from the depot.

For International shipments a secured transportation quote includes customs clearance at destination but does not include any local duties and taxes or import bonds. If applicable, these are at your expense along with any storage charges if there are any delays in clearance.

**IMPORTANT INFORMATION REGARDING DEPOT DELIVERY:**

The freight company will notify you that the shipment is awaiting collection at the depot. Should any shipment not be collected within 5 days from the date of notification, a daily storage fee will be charged.

If the freight has not been collected from the depot after 7 working days from the date of notification, the freight will be returned to The Perth Mint and all associated cost will be charged to you, including storage costs incurred from the freight holding facility.

• **ARRANGING YOUR OWN DELIVERY**

Should you wish to organise your own delivery, a $100.00 Vault Handling and Administration fee will be charged (in addition to any account cost due). We will then arrange for the metal to be made available for collection by your freight company. Please note that we are unable to provide any assistance to you in organising your own delivery and will require certain information before we can process your request. This information will need to be completed on the “Client Organised Freight” form in this guide and includes:

i.) The name of the freight company including local details

ii.) Packing instructions – The Mint will arrange for the metal to be packed following the instructions of the freight company. You will need to provide clear and precise instructions which must be forwarded at the time of placing the order. The Mint will issue an invoice for Vault Handling and Administration.

iii.) Delivery Address

iv.) A list of metal to be collected by the freight company
IMPORTANT INFORMATION FOR FREIGHT

In order to obtain a freight quote, please complete and return either the Unsecure Transport Waiver (uninsured) or the Request for Freight Quote form. This form will provide us with the necessary information to proceed.

The freight quote provided is usually valid for 30 days. If we have not received a response from you before this time the quote and delivery will be cancelled.

Upon receipt of the freight quote, please respond by email (not phone) and advise that you accept the quote and confirm all details are correct. We are unable to proceed without your email of acceptance and confirmation.

If you are in our Certificate Program, your Certificates must be signed and returned before metal can be collected or dispatched. Please contact your Approved Distributor for more information.

We are unable to guarantee delivery on a specific date or time. Delays may occur due to bad weather, airline problems and so on. Delivery times will vary from 3 days to 4 weeks and in some instances may be longer.

1000 oz bars require specific packaging due to their weight. Fumigated, wooden boxes will be provided at a cost of $36 per box.

We are unable to make third party deliveries. This means that the metal can only be shipped to, or collected by, you. If you are personally unable to accept delivery or collect metal, please contact our office. Variations to the address we have on file may require further explanation.

Once you have accepted the freight quote, changes cannot be made and all costs will be due.

DELIVERY PROCESS

• Request freight quote by providing the requested information on the request form.

• Depository Services will contact the freight company to obtain price and delivery information. This may take between 1 and 5 business days.

• Once the freight information has been received by Depository Services, an email with the cost and details of the delivery will be sent to the email addresses we have on file. Please reply to this email, accepting or declining the quote. Please ensure your account is in good order and that any Certificates (if applicable) have been returned.

• We will then begin the process of invoicing, packing and readying the metal for collection by the freight company and our system will be updated with the change to your metal holding.
3. COLLECTION

Metal may be collected from The Perth Mint, Monday to Friday between the hours of 9am and 1pm.

Collection can be made from our secure car park area, or over the counter (the collection location will primarily be dictated by weight and value; however you may request a preference and we will attempt to facilitate the request). It is essential to make a booking for your collection. In addition to other clients collecting or viewing their allocated holdings, as a working Mint, other staff and services have access to the collection areas. For security, only one collection may take place at any given time.

If you are running late, please call our office on 08 9421 7250 to advise. Missed appointments will be rescheduled and this may be a day or so later.

As you are visiting The Mint, compliance with our security protocols are mandatory. This includes:

- You must inform The Mint of the names of all persons attending the collection with you prior to the day of collection. If we do not have the ID of all persons attending on file you will need to provide a copy of the ID for those persons by email or fax before the collection takes place. Please note: No more than three people may attend a collection.

- All persons attending The Mint must bring valid photo and signature ID with them.

- Persons without ID or if The Mint has not received prior notification of their attendance will not be allowed entrance to the collection areas. This includes children.

- As this is a working mint, we recommend that you do not bring anyone under the age of 18 with you, for safety reasons.

- If collecting by car please provide the following information before the day of collection: The Make, Model and colour of the car and the Licence Plate number

IMPORTANT INFORMATION FOR COLLECTIONS

Due to the necessity for appointment times and any invoicing (if required), we require at least 3 business days’ notice for a collection. Collections of large metals holding will require more notice.

Submitting your Request for Collection is only an expression of intent until confirmed in writing by our office. The 3 business day notice will begin from the acceptance of any charges due and your response to our ‘Authority to Proceed’ request, which will be sent upon receipt and verification of your request. We will need to contact you during this process, so please ensure that we hold your current contact details.

Any applicable storage or fabrication charge will be advised when we respond to the submission of your request. (Once raised the invoice for this has a two day payment period). Payment for any applicable fees must be made and received before metal is released. If payment has not been received by the day of collection, your collection date will be rescheduled.

Metal for collection is not packed and is presented loose. Please bring adequate items to carry or pack the metal.

Metal can only be collected by the account owner. If you are personally unable to attend the collection, please contact our office with as much notice as possible.

If the total weight of metal being collected is less than 10kg, metal will be available for collection at a collection point within The Mint. Paid street parking is available on Hay Street. A reminder that metal for collection is provided loose and is not packed. Please bring a discreet bag suitable for carrying the amount of metal you are collecting.

Additional administration fees will be charged for changes made to any collection request after it has been invoiced. Please be certain that the information you provide is correct before submitting the form.
4. **PRODUCT SCHEDULE**

- Unallocated and Pool Allocated metal must be fabricated into a fully allocated bar before a collection or delivery can take place. Please refer to the product lists below for the fabrication cost of each product.

- For clients with an offline Depository account (SEC), full fabrication charges for these allocated products are applicable, as per the fabrication list below. However, the discounted fabrication fees paid when the pool allocated metal was purchased (0.10c p/oz) can be used toward the new fabrication costs of Allocated products of the same metal type.

- Clients holding metal in our Depository Online account (OL) can use the Product Conversion tool to change from pool allocated ounces to fully allocated bars, thus ensuring the same number of ounces are carried across. However, as the online platform is fully automated, previously paid discounted fabrication fees cannot be transferred and full fabrication charges will apply.

- 1000oz Silver and 400oz Gold bars are hand poured and consequently the exact number of ounces contained within each bar will vary. When allocating a 1000oz Silver or 400oz Gold bar, we try and select a bar with ounces as close to that held by the client. If you would like your bar to ounces to be over or under the stated size of a bar, please contact our office.

- Depository Bullion bars are not Minted Bars and are not sold in packaging.

- Only the 1kg Gold, 400oz Gold, and 1000oz Silver bars have serial numbers.

**Cast Bars: As at 1 August 2020**

All products are subject to availability and the production schedule (unless you already hold Allocated products)

<table>
<thead>
<tr>
<th>Product Code</th>
<th>Description</th>
<th>Purity %</th>
<th>Fine Oz per unit</th>
<th>Fabrication Premium</th>
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<tbody>
<tr>
<td><strong>Gold Bars</strong></td>
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<tr>
<td>A1BD</td>
<td>Gold 1oz Bar</td>
<td>99.99</td>
<td>1</td>
<td>$20.00</td>
</tr>
<tr>
<td>A1BN</td>
<td>Gold 5oz Bar</td>
<td>99.99</td>
<td>5</td>
<td>$55.00</td>
</tr>
<tr>
<td>A1BB</td>
<td>Gold 10oz Bar</td>
<td>99.99</td>
<td>9.999</td>
<td>$70.00</td>
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<tr>
<td>A1BA</td>
<td>Gold 1KG Bar</td>
<td>99.99</td>
<td>32.148</td>
<td>$150.00</td>
</tr>
<tr>
<td>A1BJ</td>
<td>Gold 400oz approx. Bar</td>
<td>99.5+</td>
<td>400 +/-</td>
<td>$240.00</td>
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<tr>
<td><strong>Silver Bars</strong></td>
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<tr>
<td>A2BB</td>
<td>Silver 10oz Bar</td>
<td>99.9</td>
<td>10</td>
<td>$21.00</td>
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<tr>
<td>A2BO</td>
<td>Silver 20oz Bar</td>
<td>99.9</td>
<td>20</td>
<td>$27.00</td>
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<tr>
<td>A2BA</td>
<td>Silver 1KG Bar</td>
<td>99.9</td>
<td>32.151</td>
<td>$39.00</td>
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<tr>
<td>A2BP</td>
<td>Silver 100oz Bar</td>
<td>99.9</td>
<td>100</td>
<td>$81.00</td>
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<tr>
<td>A2BL</td>
<td>Silver 1000oz approx. Bar</td>
<td>99.9</td>
<td>1000 +/-</td>
<td>$200</td>
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REQUEST FOR FREIGHT

**PLEASE NOTE: Due to COVID-19 we are unable to guarantee when your products can be freighted**

CLIENT CODE: ___________________________  GOLDPASS ACC: [ ] (Please tick box if you have a GoldPass Account)

DELIVERY ADDRESS: ____________________________________________________________

________________________________________________________________________________

CONTACT NAME: ________________________________________________________________

CONTACT PHONE: ________________________________________________________________

Is this address:  
A) RESIDENTIAL
   
B) BUSINESS (Please provide business name): _________________________________

If it is a business, please provide the hours of operation: ________________________________

Is there specific freight handling equipment at the delivery location (E.G. Forklift)? ________________

METAL TO BE SHIPPED

Please refer to your depository account statement or the product listing on page 6 of this booklet for the information to enter into the Gold Product Description and Silver Product Description columns below.

All products are subject to availability and the production schedule (unless you already hold Allocated products)

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Please note:

- Once you have accepted the freight quote, changes cannot be made and all costs will be due
- International shipment quotes include customs clearance at destination but do not include any local duties and taxes or import bonds
- Additional fees may apply if you make changes after submitting this form, accept the freight charges or have been invoiced.
- Metal that has left The Perth Mint cannot be sent back for re-store

Name: ___________________________ Signature: ___________________________ Date: ____________
REQUEST FOR COLLECTION

**PLEASE NOTE: Due to COVID-19 processing times for your collection may experience delay**

CLIENT CODE: ____________________________  GOLDPASS ACC: [ ] (Please tick box if you have a GoldPass Account)

PREFERRED DATE AND TIME OF COLLECTION: ______________________________________________
   (between the hours of 9am – 1pm, Monday – Friday)

NAMES OF ALL PERSONS ATTENDING THE MINT: ______________________________________________

CONTACT PHONE: ______________________________________________________________________

CAR DETAILS (If applicable): ______________________________________________________________________

METAL TO BE COLLECTED:

Please refer to your depository account statement or the product listing on page 6 of this booklet for the information to enter into the Gold Product Description and Silver Product Description columns below.

All products are subject to availability and the production schedule (unless you already hold Allocated products)

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Please note:
- Submission of this form will not count as 3 working days' notice until the details in it have been confirmed back to you in writing and you have accepted the associated costs within the confirmation.
- Administrative costs will be incurred if you cancel a collection after it has been confirmed.
- Metal that has been collected cannot be brought back to be re-stored.

Name: ____________________________  Signature: ____________________________  Date: ________________
DEPOSITORY SERVICES

UNSECURED TRANSPORT WAIVER

**PLEASE NOTE: Due to COVID-19 we are unable to guarantee when your products can be freighted**

CLIENT CODE: ___________________________ GOLDPASS ACC: [ ]

Please tick box if you have a GoldPass Account

DELIVERY ADDRESS: _____________________________________________________________

__________________________________________________________________________

BUSINESS NAME (if utilising a business address): ______________________________________

CONTACT NAME: ______________________________________________________________

CONTACT PHONE: ______________________________________________________________

Please note: Deliveries within Australia value at more than $30,000 are required to be shipped with insurance.

METAL TO BE SHIPPED

Please refer to your depository account statement or the product listing on page 6 of this booklet for the information to enter into the Gold Product Description and Silver Product Description columns below.

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I/We

(Client name or Authorised Signatory and name of Company)

Agree to ship the above order, purchased from Gold Corporation, using an unsecured, uninsured freight carrier. It is acknowledged and agreed that I/we am/are solely and fully responsible for the shipment and solely and full bear the risk should any and/or all goods be lost or stolen, however caused, from the time of pick up from The Perth Mint. I/we acknowledge that under no circumstances, either now or in the future, do I/we have any recourse to The Perth Mint for any losses, damages, costs or expenses suffered or incurred directly or indirectly related to the shipment.

Name: ___________________________ Signature: ___________________________ Date: ________________
DEPOSITORY SERVICES

CLIENT ORGANISED FREIGHT

**PLEASE NOTE: Due to COVID-19 we are unable to guarantee when your products can be freighted**

CLIENT CODE: ________________________ GOLDPASS ACC: □ (Please tick box if you have a GoldPass Account)

CLIENT NAME: ________________________

FREIGHT COMPANY: ________________________

FREIGHT COMPANY CONTACT: ____________________________________________ (Name and phone number)

DELIVERY ADDRESS: ________________________________________________________

**If the metal is being delivered to another storage facility, please also provide the following information:**

NAME OF DESTINATION COMPANY: __________________________________________

CONTACT PERSON AND PHONE NUMBER AT DESTINATION COMPANY: ____________________________

ACCOUNT REFERENCE AT THE DESTINATION COMPANY: ________________________________

METAL TO BE SHIPPED

Please refer to your depository account statement or the product listing on page 6 of this booklet for the information to enter into the Gold Product Description and Silver Product Description columns below.

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Please note: Depending on the metal being shipped, there may be storage and/or packing charges to finalise prior to the metal being released

Preferred Packing Method (please circle). Please check with the freight company and the destination location.

BULK PACK (pallet)   SMALL PACK (max weight 10kg per box)

Name: ___________________________ Signature: ___________________________ Date: ________________