

**Annex A – Application Form for Good Delivery Listing**

**PLATINUM / PALLADIUM †**

Name \_\_\_\_\_ of \_\_\_\_\_ Refinery

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Address of Refinery.....

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Name of Company and address of Head Office if different from those of Refinery

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Contact name, title and address to which correspondence should be addressed

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.....

Telephone No: .....Fax No: .....

E-mail:.....

† Delete as applicable.

Please complete a separate Application Form for platinum and palladium if both metals are applied for.

See overleaf for documents and payment to be enclosed.

**Documents and other information to be enclosed**

Unless otherwise specified, the documents must be in English and if provided as a translation into English, they should in each case be authenticated, in a manner acceptable to the LPPM, as being a true translation of the original document.

A written reference - the reference must be from at least two Full members or one Full member and one Associate member. They must provide letters of reference indicating that they have had an active business relationship (based on or related to platinum and palladium) with the applicant for a period of at least one year and based on this, that they consider it is qualified to apply for LPPM Good Delivery accreditation. One of the two reference letters must be from a member whose business relations with the applicant would require the member to have carried out the company's full KYC due diligence assessment of the applicant before establishing a business relationship with it. At least one of the sponsors would be asked to attest that the applicant has a net asset worth of at least £15 million or as an alternative is owned or controlled by a firm or company with a net asset worth of at least £50 million.

Certified true copy of the applicant's Certificate of Incorporation (or Certificate of Trade).

Latest published annual report and audited financial statements for the most recently available annual accounting period. If these documents are not officially published in English, a translation of the following into English should be provided:

- Auditor's letter approving the Accounts
- Balance Sheet
- Profit and Loss Account.

Description of the structure of the Company's ownership, including:

(If a privately owned company)

- List of five principal shareholders, with their addresses and shareholdings
- List of all directors

(If a publicly quoted company)

Details of the Stock Exchange(s) on which the company is listed.

History and description of the company's business and refining operations, including:

- exact location of refining plant
- history of refining operations at the plant
- a general description of the main sources of feedstock
- a brief description of the main refining processes used
- a general description of the main customers for the refinery's main products
- a description of the methods and equipment used for assaying platinum and/or palladium

Figures for the last three years' annual production of refined platinum / palladium

Estimate of next two years' annual production of refined platinum / palladium

Illustrations of the platinum / palladium plates or ingots as follows;

- an electronic high-quality high resolution coloured digital image in the form of a jpg file (pixel dimensions should be in the order of 2700 by 1800) showing the detailed plate / ingot marks on the face of the plate / ingot, the marks should be clear and in focus,
- an electronic high-quality high resolution coloured digital image in the form of a jpg file (pixel dimensions should be in the order of 2700 by 1800) showing the plate / ingot in three-dimensional view with the plate / ingot marks upper most,
- three high quality hard copies of each of the above (**not copies reproduced on ordinary quality paper using an inkjet printer**),

- a fully dimensioned, black and white scale technical drawing on A4 size paper. This should show the location of the marks on the main surface and a detailed view of the marks.
- a detailed description of the applicant's logo appearing on the plates / ingots explaining what the individual characters and / or symbols represent
- a statement confirming whether plate / ingot numbers are re-cycled each year and an explanation of what the individual digits within the plate / ingot number represent.

Sterling cheque for £2,400-00 (£2,000-00 + 400-00 VAT) in favour of the London Platinum and Palladium Market or confirmation of the payment direct to the LPPM's bank account (see overleaf).

10. A short (not more than fifteen minute's duration) DVD showing the plant and operating techniques used in the refinery and the assaying laboratory including the equipment used. The commentary should either be in English or English subtitles should be provided.

**DECLARATION**

(To be signed by a Director/Authorised Officer of the Applicant, as appropriate.)

To: The London Platinum and Palladium Market

We confirm that we have read the LPPM paper on The Rules for Good Delivery Platinum and Palladium Plates and Ingots which sets out the specifications and procedures applied by the LPPM for the examination of the assaying capability and the testing of plates and ingots of Applicants for Good Delivery status. We also agree that this procedure should be applied to assess our melting and assaying capability and that, in order to be included by the LPPM in the list of Acceptable Refiners, we must satisfy the Management Committee of the LPPM that we have met the criteria and requirements of the tests laid down in the Procedures.

We agree to pay the initial application fee of the LPPM with this application, and those fees subsequently payable during the course of the testing procedures whether or not our application is successful.

We agree that if accepted onto the Good Delivery List, we will respond appropriately to any complaints from the market about the quality of our plates or ingots.

We agree that if accepted onto the Good Delivery List, we will submit to regular proactive monitoring.

Please declare (a) or (b)

- (a) We are not a Member or Associate of the LPPM and agree to the payment of an annual monitoring fee in respect of continuing membership of the Good Delivery List
- (b) As a Member/Associate of the LPPM, we understand that the annual Good Delivery List monitoring fee will be included as part of the annual charge for Membership/Associateship

For and on behalf of:

.....  
(Name of Applicant Company)

Signature of Director/Authorised Officer.....

Name in BLOCK letters .....

Date.....

This application, together with all supporting documents, should be sent to the Chairman of the LPPM at the address specified for the Chairman in the list of the LPPM Management Committee members on the LPPM website, or such other address as the LPPM may specify

LPPM Bank Account Details:  
HSBC Bank PLC, 87-91 Old Broad Street, London EC2M 1JJ.  
Sort Code: 40-07-31.  
Account Name: London Platinum and Palladium Market.  
Current Account Number: 31292277.  
IBAN Code: GB52MIDL40073131292277  
SWIFT Code: MIDLGB22.