

LPPM Questionnaire – Recyclable Material: March 2021

1. COMPANY DETAILS

a. Name

b. Registered Address				
c. Business Address				
d. Phone Number				
e. Date of Incorporation				
f. Country of Incorporation				
g. Business Registration Number				
h. Tax Identification/Registration number				
i. If listed, indicate name of stock exchange(s) and ticker				
j. Website				
k. External Financial Auditors				
I. How many direct and indirect subsidiaries does the compan have? Please provide a Group of				
2. BUSINESS ACTIVITY				
a. Type of Business	Bank Preciou Trader/	ıs Metals /Dealer	Jeweller Scrap dealer	
		inancial Intermediary	Coins dealer Mint Others, please specify:	
b. Description of core business activity				
c. Does the company hold a license to conduct its business(es)?				
Please provide a copy(ies)				
d. Main Market				
e. Main Products				



3. BENEF	ICIAL OWNERS			
SHAREHOLD	ER(S) (MORE THAN 2	25%)		
Percentage Holding (%)	Name	Address	Country of Incorporation/	Date of Incorporation/
			Nationality(ies)	Date of Birth
ULTIMATE BI	ENEFICIAL OWNER (I	MORE THAN 25% - INDIVIDUAL OI	NLY)	
Percentage Holding (%)	Name	Address	Nationality(ies)	Date of birth

4. MANAGEMI	ENT STRUCTURE			
	Names	Title	Nationality(ies)	Date of Birth
a. Board of Directors				
b. Management				



5. FINANCIAL INFOR	MATION				
	Currency	Last	Repoi	rting Period	Previous Year
a. Share Capital					
b. Total Shareholder's Equity					
c. Total Balance Sheet					
d. Sales					
e. Net Income					
Please provide copy of late	st annual report				
6. HUMAN RESOURC	CES				
a. Number of Employees	within the Company				
b. Number of Employees	within the Group				
7. ORIGIN OF PHYSIC	CAL PRECIOUS METAL	S			
a. Profile of your preciou (Individual / Compan					
b. Country(ies) of origin delivered to us?	of precious metals				
c. Countries of destination metals delivered once					
d. Is the Company legally license to import pre			⁄es	– Please prov	vide a copy
			٧o		
		 	N/A		
o le the Company legals	roquired to have a	1			
e. Is the Company legally license to export pre			es/	- Please prov	vide a copy
			Мо		
			N/A		



8. FACILITIES			YES	NO	N/A
a. Does the Company have any s	smelting or refining facili	ties?			
b. Does the Company have any r	manufacturing facilities?				
c. Does the Company produce it	s own jewellery?				
d. What are the types, forms and	percentage of precious	metals sourced by the (Compa	าy	
☐ Recycled precious me	etals (%)				
☐ LPPM GD Bullion	☐ Non LPPM Good De	livery Bullion (Pt/Pd =>99	95)		
☐ Rudimentary Bars	☐ Jewellery	Sponge			
☐ Coins	☐ Collected waste	Others, please speci	fy		
					_
☐ Primary material – mi	ned precious metals (%_)			
e. What type of precious metals	is the Company planning	to send for refining?			
□ Pt	☐ Oth	ners, please specify:			
☐ Pd					
f. What is the form of precious m	netals planned to be sent	for refining?			
☐ Unprocessed recycle	•	· ·			
☐ LPPM GD Bullion	☐ Non LPPM Good De	livery Bullion (Pt/Pd =>99	95		
☐ Pt/Pd>999) Coins	Jewellery	Sponge			
Own production waste	☐ Collected waste	Others, please	specify	/ :	
					_
	ous metals				
☐ Rudimentary Bars (unde	efined dimension and finer	ess)	e specif	y:	
					_



9. RESPONSIBLE PRECIOUS METAL SUPPLY	CHAIN	POLI	CY	
a. Did your institution establish a responsible sup of precious metal from conflict-affected and hi areas policy which is consistent with the stand forth in the model supply chain policy in Anne OECD Due Diligence Guidance for Responsibl Chains of Minerals from Conflict-Affected and Areas?_ http://www.oecd.org/daf/inv/mne/GuidanceEdit	igh risk dards se x II of th e Supply High-Ri	t e / sk	сору	Yes - Please provide a No
b. Does your institution comply or plan to comply OECD Due Diligence Guidance for Responsibl Chains of Minerals from Conflict-Affected and Areas?	e Supply	/		Currently complies Plans to comply No
c. Is the company complying with any of the followindustry initiatives: LPPM Responsible Pt/Pd Guidance LBMA Responsible Gold Guidance LBMA Responsible Silver Guidance RJC Chain of Custody Standard WGC Conflict Free Gold Standard Conflict Free Smelter (CFS) Program Others, please specify:			Addition	nal comments:
d. What are the procedures in place to ensure tha precious metals purchased have not financed		?		
10. ANTI MONEY LANDERING (AML) – COMB	ATING F		CIAL TE	ERRORISM (CFT)
a. Is your institution subject to Anti-Money Laundering/Combating financial terrorism Law/Regulation		Yes No		
b. Name of the AML-CFT Law/Regulation				
c. Name of the Regulator				
d. Has your institution established a conformity program that contains AML/CFT policies and procedures, according to internal & international laws, rules, and standards?		Yes No	– Please	provide a copy



11. BRIBERY POLICY		
a. Does your Company have any bribery policy in place?	Yes	- Please provide a copy
	No	
b. Has the company, or the Senior Management ever been charged anywhere in the world for	Yes	- Please provide details
violation of applicable anti-bribery laws or regulations?	No	
12. Data Privacy Protection		
a. Does your company have Data Protection Policy?	Yes	
_	No	
b. Does your company have Data Protection Commissioner?	Yes	
	No	
c. Does your company have a certified data storage system or an information system?	Yes	
	No	
d. Does your company have an anonymous whistleblowing communication pathway	Yes	
through which employees may express concerns about the origins of sourced	No	
material?		



13. PRECIOUS METALS SUPPLIEF	RS DUE	DILIG	ENCE QUESTIONNAIRE	YES	NO	N/A
Organisation						
a. Does the Company have a perso AML-CFT matters (Due Diligend						
If yes, please provide us with his/	her nam	ne, pho	one number and e-mail address			
b. Is the Company subject to an Algovernmental party?	ML-CF1	Γ audit	by an independent party or a			
Date of your last AML-CFT comp	liance a	udit:				
c. Does the Company have an AMI	L-CFT t	rainin	g program for its employees?			
d. Does the Company delegate to to be carried out?	third pa	arties s	some of the compliance functions			
If yes, what functions and to whic	h compa	any do	you delegate?			
e. How long does the Company ke	ep its d	lue dil	igence files (records)?			
f. What is the typical profile of you	ır preci	ous m	etals' sunnliers?			
	n proon	ouo III	otalo cappiloro:			
Corporate (%_)						
☐ Individual persons (%)						
g. What type of information does t	he Con	npany	request from its precious metals' s	upplie	rs?	
g. What type of information does to Companies	he Con	npany	request from its precious metals' s	upplie YE		0
						•
Companies			Individuals			9
Companies Company name			Individuals Name and first name			0
Companies Company name Address			Individuals Name and first name Address			
Companies Company name Address Date of Incorporation Country of Incorporation Business register extract or			Individuals Name and first name Address Date of birth			0
Companies Company name Address Date of Incorporation Country of Incorporation			Individuals Name and first name Address Date of birth Nationality			0]]]]
Companies Company name Address Date of Incorporation Country of Incorporation Business register extract or equivalent document Beneficial Owners			Individuals Name and first name Address Date of birth Nationality Copy of ID card or passport Beneficial Owners			9
Companies Company name Address Date of Incorporation Country of Incorporation Business register extract or equivalent document			Individuals Name and first name Address Date of birth Nationality Copy of ID card or passport			
Companies Company name Address Date of Incorporation Country of Incorporation Business register extract or equivalent document Beneficial Owners Origin of Precious Metals Description of main activity and financial information h. Does the Company have a risk-l	YES	NO DO	Individuals Name and first name Address Date of birth Nationality Copy of ID card or passport Beneficial Owners Origin of Precious Metals Supplier profile (activity, wealth, etc.)			
Companies Company name Address Date of Incorporation Country of Incorporation Business register extract or equivalent document Beneficial Owners Origin of Precious Metals Description of main activity and financial information	oased a r high r	NO	Individuals Name and first name Address Date of birth Nationality Copy of ID card or passport Beneficial Owners Origin of Precious Metals Supplier profile (activity, wealth, etc.) sment of its precious metals' uppliers and transactions			
Companies Company name Address Date of Incorporation Country of Incorporation Business register extract or equivalent document Beneficial Owners Origin of Precious Metals Description of main activity and financial information h. Does the Company have a risk-suppliers (e.g., low, medium, or against lists of persons, entitie	based at high rous messor conties?	NO	Individuals Name and first name Address Date of birth Nationality Copy of ID card or passport Beneficial Owners Origin of Precious Metals Supplier profile (activity, wealth, etc.) sment of its precious metals' uppliers and transactions s issued by			



	nsactions monitorin	g		YES	NO	N/A
norr		rm a risk-based assessment Insactions of its suppliers (i				
sus	picious activity that	e a monitoring program for u covers funds transfers and i s) or third-party payments?				
n. Does	s the Company have	to register all purchases an	d sales?			
	n which of the follow ne average amount o	ring suppliers does the Com f purchase by deal?	pany purchase its precio	ous meta	ls and	wha
	Supplier type	Purchase percentage (%)	Average amount in USD	per deal		
	Bank					
	Corporate					
	Individual					
		· ·	to pay its precious meta			
	Ва	yment type Per nk transfers	centage (%)			
	Ва	yment type Per				
	Ba Ch	yment type Per nk transfers				
	Ba Ch Ca s the Company have	yment type Per nk transfers lecks	centage (%)			
sus r. How rele	s the Company have picious transactions many suspect reporvant Authority the la	yment type Perink transfers secks a procedure in place to prevente from its suppliers to the related has the Company filled are st two years?	vent, detect and report evant Authority?			
sus r. How rele s. Doe	s the Company have picious transactions many suspect reporvant Authority the last the Company have allatory framework:	yment type Per ink transfers lecks lecks lecks ash lecks from its suppliers to the release two years?	vent, detect and report evant Authority?			
sus r. How rele s. Doe	s the Company have picious transactions many suspect reporvant Authority the last the Company have allatory framework: • amount al	yment type Perink transfers secks a procedure in place to prevente from its suppliers to the related has the Company filled are st two years?	vent, detect and report evant Authority?			
sus : How rele s. Doe	s the Company have picious transactions many suspect reporvant Authority the last the Company have	yment type Perink transfers secks a procedure in place to prevente from its suppliers to the related has the Company filled are st two years?	vent, detect and report evant Authority?			



14. TRANSACTION MONITORING ON PURCHASE FROM INDIVIDUALS ONLY			
- TO BE FILLED ONLY BY COMPANY PURCHASING PRECIOUS METALS FROM INDIVIDUALS	YES	NO	N/A
a. Does the Company perform statistics on precious metals sold by person in order to identify unusual transactions?			
b. Does the Company have a specific procedure if a deal with an individual is significantly higher than the average deal? If yes, please describe:			
c. Is the Company able to verify that a person does not come several times in the counter/in different counters to sell each time a small amount but for a global material amount (smurfing)? If yes, how?			
15. INDUSTRIAL SOURCING – TO BE FILLED ONLY BY INDUSTRIAL			
13. INDUSTRIAL SOURCING - TO BE FILLED ONLT BY INDUSTRIAL			
COMPANIES	YES	NO	N/A
	YES	NO	N/A
COMPANIES			
a. What type of precious metals do you purchase for industrial purposes?	e.g., s	oonge)	
a. What type of precious metals do you purchase for industrial purposes? LPPM GD Bullion Non LPPM Good Delivery Bullion (Pt/Pd =>9995 Grains Semi-finished products Industrial products describe Others, please	e.g., s	oonge)	
a. What type of precious metals do you purchase for industrial purposes? LPPM GD Bullion Non LPPM Good Delivery Bullion (Pt/Pd =>9995 Grains Semi-finished products Industrial products describe	e.g., s	oonge)	
a. What type of precious metals do you purchase for industrial purposes? LPPM GD Bullion Non LPPM Good Delivery Bullion (Pt/Pd =>9995 Grains Semi-finished products Industrial products describe Others, please	e.g., s	oonge)	
a. What type of precious metals do you purchase for industrial purposes? LPPM GD Bullion	e.g., s	oonge)	
a. What type of precious metals do you purchase for industrial purposes? LPPM GD Bullion	e.g., s	oonge)	
a. What type of precious metals do you purchase for industrial purposes? LPPM GD Bullion	e.g., spects, plea	oonge)	
a. What type of precious metals do you purchase for industrial purposes? LPPM GD Bullion	e.g., spects, plea	oonge)	
a. What type of precious metals do you purchase for industrial purposes? LPPM GD Bullion	e.g., spects, plea	oonge)	



	ormation (piease indicate which question	on the information is referring to).
SIGNATURE		
I hereby declare that the in	formation given above is true and acc	urate as of the date of writing.
I undertake to automatical	y inform [The refinery] of any material	changes.
	Authorised Signatory	Authorised Signatory
Signature:		
Print Name:		
Print Name: Title:		

Date and location: