

DDSC PRECIOUS METALS MOVEMENT REQUEST FORM

Note --The attached form should be used to request all metal movements at DDSC.

1. **TODAY'S DATE:** The date on which you issue instructions to DDSC.
2. **FROM:** Insert your company's name.
3. **INSTRUCTIONS:** Check one of the following:
 - A. **Internal Transfer:** Check this box if you want DDSC to transfer metal directly to another account at DDSC.
 - B. **Drop-Ship U.S.P.S.:** Check this box if you want DDSC to ship a package registered, insured mail, restricted delivery, through the U.S. Postal Service. Your company will be billed for applicable postage, insurance and handling charges.
 - C. **Drop-Ship U.S.P.S – C.O.D.:** Check this box if you want DDSC to ship a package registered, insured mail, restricted delivery, through the U.S. Postal Service on a C.O.D. basis. The addressee will be responsible for paying postage, insurance and handling charges when the package is delivered.
 - D. **Drop-Ship FedEx Over Night:** Check this box if you want DDSC to ship a package utilizing Federal Express's standard overnight delivery service. Packages shipped via FedEx are fully insured by DDSC. Your company will be billed for applicable shipping, insurance and handling charges.
 - E. **Drop-Ship FedEx 2-Day:** Check this box if you want DDSC to ship a package utilizing Federal Express's 2-Day delivery service. Packages shipped via FedEx are fully insured by DDSC. Your company will be billed for applicable shipping, insurance and handling charges.
 - F. **Prepare For Pick-up:** Check this box if you want DDSC to release metal to a carrier (e.g. AT Systems, Brinks, etc.), or if your customer will be coming to DDSC to pick-up metal personally.
 - G. **Expect To Receive:** Check this box to notify DDSC of a shipment you expect to receive for your account at DDSC
 - H. **Other:** Check this box if none of the boxes above apply. Please be sure to describe your request clearly in the "Special Instructions" space at the bottom of the form.
4. **TRANSACTION REFERENCE NO.:** Please provide your unique alpha-numeric reference number for this transaction, if you wish DDSC to include it in your account records.
5. **AUTHORIZED BY:** The individual(s) from your company approving this transaction should sign here.
6. **FROM:** Provide your precious metals storage account name, address, master account number and if applicable, sub-account number.

7. **TO:** Provide your counter-party's/ customer's precious metals storage account name and address. Include the account number and sub-account number, if applicable and known.
 - If your request is an internal transfer, please fill in the account name that is to receive the metal. Also, include the account and/or sub-account number, if known.
 - If your request is a drop-shipment, be sure to provide a complete address. (Note: FedEx will not deliver to a post office box number.)
 - If your request is a Pick-Up, please identify the carrier (AT Systems, Brinks, etc.) or the individual making the Pick-Up. For individuals, be sure to include his/her driver's license number or other unique identifier (e.g., passport number).
8. **METAL DESCRIPTION:** Indicate the size(s) and type(s) of bar(s) or coin(s) to be moved. Please use a separate line for each product type.
9. **BRAND:** Indicate the brand of the metal, if known.
10. **SERIAL NUMBER:** Indicate the serial number of non-fungible bars (e.g., 1,000 oz. silver bars, 100 oz. gold bars, etc.) or on containers containing the metal, if known.
11. **ITEM QUANTITY:** Clearly indicate the number of bars or coins to be transferred in this transaction.
12. **GROSS TROY OUNCES:** Indicate the number of gross troy ounces to be transferred in this transaction.
13. **PURITY:** Indicate the purity, or fineness, of the metal to be moved.
14. **DDSC USE ONLY:** Do not write in this space.
15. **SPECIAL INSTRUCTIONS:** Please indicate any special instructions you may have concerning your request. (EXAMPLE: If you release bars to a carrier for overseas shipment, you might include: "Package 3 bars per box, in a manner suitable for overseas shipment.")
16. **PAGE:** Indicate the number of pages associated with this request (i.e., Page 1 of 3, Page 2 of 3, etc.).
17. **RECIPIENT SIGNATURE:** This space will be signed by the person making a Pick-Up, indicating his/her receipt of the metal released by DDSC per this request.



**Metal
Move
Request
Form**

Today's Date: 1 _____ 2 _____

From (Company Name): _____ 2 _____

Transaction Reference No. (if applicable): 4 _____

3 **Transaction Type (check one):**

Internal Transfer Drop Ship FedEx 2-Day
 Drop Ship -USPS Prepare For Pick-Up
 Drop Ship-USPS COD Expect To Receive
 Drop Ship-FedEx Over Night Other (Please Explain Below)

Authorized By (Signatures): 5

1) _____

2) _____

From Account: 6

Name: _____ Account No: _____

Address: _____

_____ Sub Account No: _____

To: 7

Name: _____ Account No: _____

Address: _____

_____ Sub Account No: _____

FOR DDSC USE ONLY

Metal Description	Brand	Serial Number	Item Quantity	Gross Troy Ounces	Purity	Location		Date	Initials	
						Out	In		1	2
<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>			<u>14</u>		

Special Instructions: 15
