



The Good Delivery Rules for Gold and Silver Bars and coins

IBMA Good Delivery Rules May, 2009

MAY 2009

©The INDIAN BULLION MARKET ASSOCIATION LIMITED

The Indian Bullion Market Association Limited

Boston House, 4th Floor, Suren Road, Andheri East, Mumbai- 400093

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Preamble

This first edition of the Good Delivery Rules finalized by IBMA Technical Committee contains recommendations and specifications, which were developed following consultation with Good Delivery Refiners. The Rules were first circulated to Refiners in May, 2009 and after due consultation with various stakeholders, it has been finalized in the meeting of the Technical Committee held on Monday, the 15th June, 2009 at Ahmadabad.

The IBMA recognizes the fact that in some instances Good Delivery refiners may have to change their existing processes to comply with IBMA standards regarding the production of gold and silver bars. In order to support domestic refining industry, IBMA has tried, wherever possible, not to be too stringent initially and it is for this reason that some items in the Rules appear as recommendatory in nature in order to inculcate best practices in the trade.

Specifications for Indian Good Delivery Bars and Application Procedures for Approval of Refineries

- 1. Introduction:** The list of acceptable refiners of gold and silver bars and coins in the Indian bullion market, the "IBMA Good Delivery List", has been developed and is maintained by The Indian Bullion Market Association Limited ("IBMA") in order to facilitate the domestic distribution and acceptability on technical grounds of standard bars produced by those refiners: (a) who meet the criteria for inclusion in the list; and (b) whose bars have passed the testing procedures laid down by IBMA. In order to ensure strict adherence to the prescribed systems and processes, IBMA reserves the right to conduct inspection and investigation, as it may deem fit, before granting approval to a refinery.
2. An entry on the Good delivery List relates to one refinery at one specific location. Separate applications are required if an applicant wishes to register bars produced in refineries located at different locations. If a company on the List wishes to change the location of its refinery or the registered marks on its standard bars, then it must inform IBMA in advance, providing all appropriate details. Similarly, if a company on the List is subject to a substantive change in its ownership or the technology used in refining, it must inform IBMA accordingly. IBMA reserves the right in such circumstances to insist for a new application to be submitted. The Good Delivery List is the copyright of IBMA. Reproduction and dissemination of the List is permitted only with the express written permission of IBMA and an acknowledgement of IBMA's copyright.
- 3. Terms and conditions for approval of refinery:** The terms and conditions for approval of refinery for making Indian Good delivery bars and coins are enclosed and marked as Annexure I. The refinery should confirm continuous compliance with such norms. For instance, if the net worth of the refinery goes below the prescribed threshold level, the onus will lie on the refinery to inform IBMA forthwith about the same, following which IBMA will initiate necessary course of action.
- 4. Procedure for Submission of an Application and its evaluation:** An applicant willing to apply for Good Delivery status for its refinery must submit an application to IBMA in the form prescribed under Annexure II. The application must be accompanied with the documents specified in the form as well as other documents as prescribed under Annexure I. The applicant should give a clear description of its ownership, operating history and financial position, together with a brief about its business operation. These documents are required to provide a general description of the operations at the refinery and the standing of the applicant company. The Application Form also includes declarations relating to the applicant's willingness to (a) respond to any complaints from the market about the quality of its bars and (b) have the quality of its refining tested from time to time by IBMA. All documents must be provided in English. In the case of documents originally published in the Applicant's local language, an English translation, duly attested to be true and correct translation, must be provided. In case of official documents, IBMA may require notarization thereof. IBMA will treat the production data and the contents confidential. This information will be examined by senior officials of IBMA and its technical committee. The form should also be accompanied by technical line drawing of a bar and coin to be produced by the applicant. IBMA will normally acknowledge receipt of the application within 3 working days. Thereafter, the process for evaluation of the applicant, inspection of applicant's refinery, etc. will be carried out.
5. IBMA reserves the right to arrange a short inspection visit before accepting an application for technical appraisal. The costs of the inspection visit, including flights, local subsistence and travel, must be paid for by the applicant. The inspection team will consist of members of the IBMA Technical Committee as well as one officer of IBMA. After considering all the information submitted, IBMA may conclude that the applicant meets all the relevant criteria and should therefore be processed further, the applicant will be so advised and will be required to undertake the following procedures for:

- i. The examination of its assaying capability, and
- ii. The examination and testing of its bars.

IBMA will keep proper account in respect of the charges for the two stages of the technical assessment and the sample bars that the applicant supplies for testing and any other costs involved. The applicant will not be informed of the identities of the referral laboratory where the bar is to be tested and the laboratory will be informed of the identity of the applicant only after notifying the final outcome of inspection and testing to the applicant.

6. **Technical Assessment Procedure:** The first stage of the testing procedure involves the applicant assaying reference samples provided by IBMA. For this purpose, IBMA will generate the assay report for a sample and thereafter send the same sample for testing at the applicant refinery. The refinery will be required to submit its report after testing the sample within 7 days. After getting the applicant's report, IBMA will compare both the assay reports and based on deviations, if any, observed, it will draw conclusions relating to accuracy and authenticity of the applicant refinery.
7. **Submission and testing of sample bars:** The second stage involves testing of sample bars produced by the applicant refinery at IBMA appointed referral laboratories. For this purpose, IBMA official may select any one bar from the batch produced by the refinery and send it for testing. IBMA will collect assay report relating to that bar from the applicant as well as from the referral laboratory. The sample bar will be examined in terms of weight, purity and other features.
8. **Assessment Results:** An applicant must satisfy the Technical Committee of IBMA that it has met all the above criteria and testing requirements before it can be included in the list of acceptable refiners. When the Technical Committee has approved an application for listing, IBMA will communicate the same in writing to the applicant. Thereafter, IBMA will do the needful for inclusion of applicant's details on the Good Delivery List and will prepare and send to the applicant a certificate marking its acceptance onto the List.
9. **General Specifications for Good Delivery Bars and coins:** IBMA will ensure that the Good delivery bars and coins confirm to the prescribed standards in terms of appearance and surface finish. Bars must be cast in open moulds and be ingot-shaped (i.e. with the top surface larger than the bottom surface). A bar should be produced at a single pouring so as to avoid any layering. Bars must be easy and safe to handle and convenient to stack with, in the case of gold bars, the larger (top) surface showing the marks and in the case of silver bars the top surface or end of the bar showing the marks. It is important that the edges of the bars must not be sharp, so as to avoid the risk of injury during handling. Appearance: Bars must be of good appearance. Faults that must be avoided, especially on the top surface of a bar, are irregularities such as surface cavities, cracks, holes or blisters (debris and water can accumulate in such irregularities which can affect the weight of the bar and, accumulated water can cause an explosion when the bars are melted) and excessive shrinkage (i.e. the concavity of the top face of the bar and any concentric cooling rings must not be such that it makes it difficult to either apply or read the bar marks or in the case of concavity bars become unstable when stacked on top of each other). The sides and bottom (smaller) surface should be smooth and free from cavities, lumps and layering. Gold bars must be marked on the larger surface (the cast surface at the top of the mould) of the two main surfaces of the bar. This is the surface that would normally be uppermost when the bars are stacked. Silver bars may be marked on the larger surface of the two main surfaces of the bar or on the end of the bar if marked using a dot matrix (pneumatic punching) method so that the marks can be read from the top edge downwards. The marks should include the stamp of the refiner (which, if necessary for clear identification, should include its location), the assay mark (where used), the fineness, the serial number (which must not comprise of more than eleven digits or characters) and the year of manufacture as a four digit number unless incorporated as the first four digits in the bar number. If bar numbers are to be reused each year, then it is strongly recommended that the year of production is shown as the first four digits of the bar

number although a separate four digit year stamp may be used in addition. If bar numbers are not to be recycled each year, then the year of production must be shown as a separate four digit number. Marks should be clearly visible.

10. Retesting of Bars: IBMA reserves the right to ask refiners listed on the Good Delivery List to submit bars for testing if, in its opinion, a refiner is unable to demonstrate the required competence in assaying or if the appearance of a refiner's bars gives cause for concern. For this purpose, IBMA may request a refiner to send one or more bars to a referral laboratory for inspection and testing.
11. These Rules are being notified for the information of general public and also for the existing and prospective refineries. Refineries interested to be approved by IBMA as Good delivery may submit their application in the prescribed manner to IBMA in accordance with these Rules.

Terms and conditions for Approval of Refineries for making Indian Good Delivery Bars

1. The Refinery must be an entity registered with the State and local authorities. It must have respective registration with the central sales tax as well as VAT Registration, along with other essential registrations required for operating the refinery business.
2. The refinery should have ISO: IEC 17025 for calibration and approval of laboratory for refining and producing good delivery bars. If it does not have such certificate, it should submit an undertaking to obtain the same within one year of approval. The Refinery should be in existence at least for two years and should have sufficient experience of running the refinery business. However, in case of a new refinery having less than two years experience, the Technical Committee may recommend the case for approval to the Board of IBMA, after examining and being satisfied with the systems and processes adopted by the refinery.
3. The refinery should provide a bank guarantee of Rs. 25 lacs to IBMA. However, the value of bank guarantee may be enhanced by IBMA in future, depending upon the volume of business of the refinery with IBMA. **Any such increase will be notified to the refiner in advance and they shall be required to comply with the same within 30 days failing which they shall be liable for re –recognition.** Such bank guarantee/(S) may be encashed by IBMA for settlement of claims by the clients against the refinery on account of disputes relating to purity or weight of the bars and coins produced by the refinery. In case the refiner fails to abide by the decision given by IBMA, IBMA will have absolute authority to encash the bank guarantee without any recourse to the refiner.
4. The refinery should be a corporate entity. It should be either private limited or public limited company or limited liability partnership having professional management. If it is a proprietorship or partnership, then it should be converted into corporate entity with effect from the 1st day of April immediately following the date of approval.
5. Initially, there will be no registration fee or annual fee payable by the refinery to IBMA. But, in future, IBMA may levy the same. However, in such case the refinery will be at liberty to choose whether they wish to renew their registration or not. It is further clarified that no such fee will be levied with retrospective effect.
6. The format and design of bars and coins to be produced with IBMA logo will be strictly as per format approved by IBMA. Initially, gold bars and coins in the denomination of 8 grams, 10 grams, 100 grams and 1 Kg bars to be introduced. In case of silver, 1kg, 5 kg and 30 kg bars are to be introduced. Any variation in the format and design shall be liable for fine and / or other disciplinary actions.
7. For the purpose of use of logo of IBMA, the refinery will be required to pay Rs. 2 per bar / coin and in case of silver Rs. 10 per bar to IBMA towards its fee.
8. The Refinery must have an in house laboratory for accurate assaying of gold and silver. They should also have qualified chemists. It should have an in house laboratory, which may be located under the same roof (where refinery is located) or elsewhere, but it must be owned and managed by the same entity.
9. The Refinery should do gold refining either through chlorination method or through aqua regia method or through electro refining method. In case of silver, refining should be done through Electro Refining method or any other method approved by IBMA.
10. The Refinery should be adequately equipped for melting of gold and silver, as well as accurate assaying as per International Standards with the facility of detection of other PGM group metals. The tolerance in Assaying should be as per the International norms and standards.

In case of gold of 995 purity, it must confirm at least 9946 or above in respect of purity in repeat analysis. In case of silver of 999 purity, it should confirm to 9985 or above in purity. The negative weight variation in respect of gold bars and coins (whether it is 1 Kg, 100 gram, 10 gram or 8 gram) should not be more than 5 milligram per bar/ coin. In respect of silver bar of 30 Kg, 5 Kg and 1 Kg, every bar should be stamped with actual weight, which should be within the range of +/- 10 % of the standard weight. For instance, the permissible weight variation for 30 Kg silver bar will be 27 Kg to 33 Kg. The maximum variation in actual weight compared to the weight stamped on the silver bar shall be 50 milligrams.

11. The Refinery must have adequate quality controls as well as supervision of the processes under the guidance and vigil of qualified staff.
12. The Refinery must have in house comprehensive coining / minting facility with excellent finish and tamper proof packaging. The packing standards shall confirm to the specifications notified by IBMA.
13. The Refinery must have installed annual production capacity of not less than five tones per annum for gold and not less than 20 tones per annum for silver.
14. The Refinery must have tangible net worth of not less than Rs. 1 Crores.
15. The Refinery must submit a letter of recognition and good conduct from its bankers as per format specified by IBMA.
16. The Refinery must have strong room / safe deposit vault for day time as well as night time storage of raw material, finished / unfinished gold and silver stock within its refinery premises. The refinery will be liable to ensure proper insurance coverage for the stock lying in its premises as well as for movement of stocks. However, if the client has taken insurance of the stock lying in the refiner's premises, the refiner will be required to obtain necessary document from the client to such effect and only in that case, the refiner will not be required to obtain separate insurance cover. In such case, the demarcation of both category of stock shall be the duty of the refiner. In case laboratory is located at some other premises, the refiner will be responsible to obtain insurance cover in respect of stock lying such laboratory as well as goods in transit.
17. The Refinery must have round the clock security in place. All security measures, as specified in the insurance policy, including CCTV, recording system, alarm system and locks should be in place as per insurance terms and conditions as well as in accordance with prudent business practices.
18. At the time of submitting application for approval, the Refinery must submit to IBMA the following documents:
 - a) Certificate of Incorporation, if it is a company and partnership registration certificate in case it is a partnership.
 - b) VAT registration certificate.
 - c) Detailed List of Plant and Machinery used for refining, melting, assaying and fabrication of coins / bars.
 - d) Brief description of assaying and refining method used for gold and silver.
 - e) Select list of Reputed Clients
 - f) Brief Description of the Management structure of the company.
 - g) Brief Description of the Quality Control system in place.

- h) Trade Mark Registration documentation of its logo / brand, if any. Excise and service tax registration certificate.
 - i) Location of collection centers including franchises for collection of jewelry.
 - j) Clean Lean environment technology and certification, to be accompanied with air and water clearance from Pollution Control Board.
19. The Refinery must have a proven Gold / Silver accounting and Billing Module in place. The system should keep track of inward and outward details, labor charges bills, etc. It should keep track of manufacturing separately and refining cum manufacturing separately. It should have a proven gold Silver Receipts and Delivery system in place. Refinery should be done in Supervision of qualified staff.
 20. The Refinery must have a proven source of adequate supplies. It should keep proper record of clients with identity proof, who deliver gold to the refinery. It should also collect undertaking from clients that the bullion delivered by them is not theft material and that they are bonafide owner of such stock.
 21. Refineries having multiple units, either in the same State or in other states, should submit separate applications for approval on account of each of its units.
 22. In case of any important change in the structure of an approved Refinery, including change in location, or change in management, or any issues regarding quality control, etc, the refinery must submit the same immediately in writing to IBMA. The maximum time limit in this regard will be 30 days. If the refinery wishes to make any change in process, it should obtain prior approval from the technical committee of IBMA.
 23. In case of any dispute with regard to the process, or quality, or fineness, or weight accuracy, etc, the decision of the IBMA in the said dispute, will be final and binding on the Member Refinery. For arriving at such decisions, IBMA may appoint a Referral laboratory or may resort to other methods, as the situation may warrant.
 24. The Approved Refinery should agree that if it is approved by IBMA, it will not enter into any separate arrangement with any other spot Exchange. However, gold and silver bars with IBMA logo as per IBMA specification can be sold on other Exchanges also.
 25. The collection centers of the refineries should have adequate facilities / system for receipts and delivery of precious metals. The refinery should submit a list of all such collection centers to IBMA.
 26. The refinery and its premises, where the refinery, laboratory and / or collection centers are located, should be equipped with communication equipments, such as phone, fax, broad band and internet connectivity.

Application Form for Approval of Refinery

The Indian Bullion Market Association Limited

4th floor, Boston House, Suren Road,
Chakala, Andheri (East),
Mumbai 400 093.

Dear Sir,

We are desirous of becoming an Approved Refinery of IBMA. We hereby apply for said approval and, undertake to conform to and to abide by the Terms and conditions notified by IBMA in this regard. We also hereby confirm to abide by the Circulars, and Orders, issued by IBMA from time to time. We shall be liable for strictly ensuring the quality, purity, weight, packing standards, appearance norms and other conditions specified by IBMA in respect of Gold and silver bars and coins produced, refined and certified by us. In case of any complaint, dispute or claim filed by any buyer in respect of such bars and coins made by us, we shall abide by decisions of IBMA regarding settlement of such claims. We also hereby undertake to ensure continuous compliance of all standards specified by IBMA regarding Approved Refineries. We further undertake to perform effectively in meeting our financial, regulatory and operational responsibility as decided by IBMA from time to time. We agree to be responsible for all non-compliance and the Exchange shall reserve all rights of disciplinary action for any non-compliance by me/us.

Pursuant to above, I/we submit below the details of my/our candidature:

1 Name of the Applicant (full): _____

2 Office Address: _____

City: _____ State: _____ Pincode: _____

Telephone No.: (with STD Code) _____

Fax No.: (with STD Code) _____

Email: _____

Name of the contact person(s): _____

Mobile No.: _____

3 Main area / State of operation: _____

4 Nationality: _____

5 Constitution

(Individual / Registered Partnership Firm / HUF / Corporate / Institution / Bank)

6 Date of incorporation/registration (in case of a company)

7 **Details of Chief Executive / Proprietor / Partner / Director**

Name: _____

Designation: _____

Tel.No.: (with STD Code) _____

Fax No.: (with STD Code) _____

Mobile No: _____

Email ID: _____

8 Income Tax Permanent Account No. _____

9 Details of your existing banking operation

Name and branch address: _____

Account No: _____

Account is operational since _____

10 Current business / occupation _____

11 Current Net worth Rs..... crosses as on.....

12	Please give the following details of the applicant:	Yes	No
	a) Have you been declared/ rendered incompetent to enter into contract under any law in force in India?		
	b) Have you ever been declared a defaulter by any Association or Government authority under any law?		
	c) Whether any court case is pending against applicant / directors / partners or in the name of any authorized signatories?		
	d) Have you ever been pronounced guilty of a criminal offence involving moral turpitude?		
	e) Has any disciplinary action been taken by any Government Authorities against you / any of the partners / promoters / directors / shareholders / employees of yours? If so, please provide details in a separate sheet		
	f) Have you ever been adjudged bankrupt or have been proved to be insolvent at any time?		
	g) Have you ever been involved in litigations, suits or proceedings or have been involved in any liability of contingent or unascertained nature?		
	h) Have you ever been at any time convicted of an offence involving fraud or dishonesty or irregularities?		
	i) Have you committed any act which may render you liable to be wound-up?		
	n) In case answers to any of the above questions is yes, then please provide relevant details enclosing a separate sheet?		

14 Name of your Authorized Representative(s), who shall be responsible to IBMA to ensure compliance of different provisions of the law and procedures _____

15 Please specify whether you are interested to be approved for Gold or Silver or for both:

We undertake that any misstatement or misrepresentation or suppression of facts in connection with this application for approval as a refinery or breach of any undertaking or condition of approval may entail rejection of our application or black listing of our refinery.

We hereby state that the above-mentioned particulars are true, correct and complete to the best of my/our knowledge and information. We also state that no relevant material fact has been suppressed while applying for grant of approval of refinery.

We shall fully co operate with IBMA for carrying out inspection and other enquiries in connection with approval of our refinery.

I/We shall pay the required bank guarantee and other charges to IBMA and submit the necessary documents as stated in the terms and conditions and any other document as required by IBMA.

Date: _____

Place: _____

Authorized Signatories:

Signature:

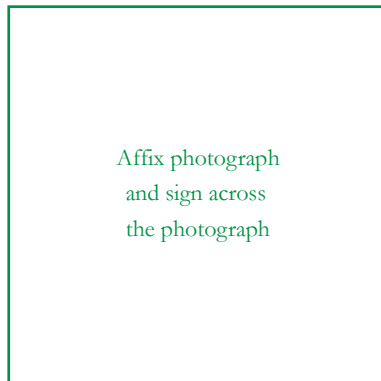
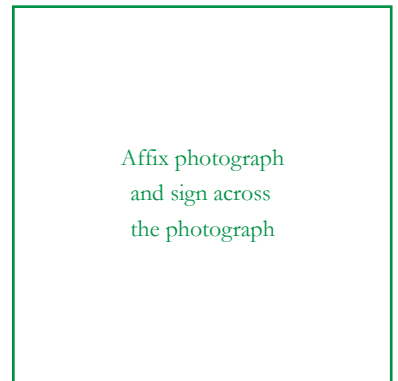
A rectangular box with a green border, intended for the signature of the first authorized signatory.A rectangular box with a green border, intended for the signature of the second authorized signatory.

(Names of the signatories) _____

(Designation of the signatories) _____

(Name of the organization) _____

Photographs

A square box with a green border. Inside, the text reads: "Affix photograph and sign across the photograph".A square box with a green border. Inside, the text reads: "Affix photograph and sign across the photograph".

Application Form - Guidelines

- 1) Address: Corporate shall write address of its registered office as well as other dealing offices.
- 2) Branch office: Enclose a separate sheet for more than one branch and / or contact person.
- 3) Form of organization: Tick mark one and / or specify.
- 4) Net worth: Write the amount of net worth computed as certified by Chartered Accountant.
- 5) Signature and photo: Authorized signatory, as detailed below shall sign the application, paste his recent passport size photo and sign across the photo:

6) The Application Form can be submitted at -

The Indian Bullion Market Association Limited

Boston House, 4th Floor, Suren Road, Andheri East, Mumbai- 400093

Telephone:-022 67619950/51/52 Fax: 022 67619953 Email:- info@ibma.org.in URL: www.ibma.org.in

BIO DATA

Name: _____

Father's Name _____

Date of birth: _____

Address: Office: _____

Residence: _____

Tel No.: Office: _____

Residence: _____

E-mail: _____

Mobile No.: _____

Fax No.: _____

PAN No. _____

Qualification: _____

Present Business Activities &
Work Experience (in detail) _____

Signature: _____

(Bio data has to be filled by each person, who has signed the Application form).

SHAREHOLDING PATTERN (FOR CORPORATE)
(ON COMPANY'S LETTER HEAD)

SHAREHOLDING PATTERN of (Name of Member) as on
.....Paid up capital:Rs.

Face value of each equity share (or any other instrument): Rs.

Sr. no.	Name #	Number of shares held	Amt paid-up (Rs.)	%age of total
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Others @				
Total				

NOTES:

In case of body corporate, give similar details thereof separately.@ Persons holding 5% or more of the paid up capital should be shown separately and not clubbed in Others.

Date: _____

1.

Signature(s) Designated

Directors With their
names and seal

2.

Signature(s) Designated

Directors With their
names and seal

Place: _____

AUDITOR'S CERTIFICATE

This is to certify, based on my/ our scrutiny of the books of accounts, records and documents, that details of Shareholding, as given above, is true and correct to the best of my/our knowledge and as per information provided to my/our satisfaction.

Place: _____

For (Name of Accounting Firm)

Date: _____

Name of the Partner
(Chartered Accountant)
Membership Number

(Format of Undertaking)

(on the letter head of the member)

To,
The Managing Director
Indian Bullion Market Association Limited
4th floor, Boston House, Suren Road,
Chakala, Andheri (East),
Mumbai 400 093.

Dear Sir,

We hereby solemnly affirm and declare that we have read and understood the terms and conditions specified by IBMA for grant of approval of refineries and we hereby undertake to strictly abide by the same.

We further hereby confirm that in respect of any claim, complaint or dispute relating to purity, weight, packing norms and appearance of the gold and silver bars and coins made by us, we shall immediately resolve the same and if the dispute is still not settled, we shall abide by the decision taken by IBMA in respect of settlement of such claims. We further agree that we do not have any objection, if IBMA revokes the bank guarantee without any reference to us towards settlement of claims made by the clients.

Yours faithfully

For (Name of the Refinery)

1. Authorised Signatory
(Designated Director/Managing Partner/Proprietor/Karta)

2. Authorised Signatory
(Designated Director/Managing Partner)

Rubber Stamp

Date: _____

Place: _____

Enclosures

[The Applicant is requested to enclose the following documents along with the Application Form]

- 1. History and description of the company's business and refining operations, Including:**
 - Location of refining plant
 - Past experience of refining operations at the plant
 - Common description of the main sources of feedstock(Raw Material Used in)
 - Description of the main refining processes used for gold and silver
 - General description of the main customers for the refinery's main products
 - Depiction of the methods and equipment used for assaying gold and/or silver

- 2. Statistics for the last three years' annual production of refined gold/silver**

- 3. Estimates of next two years' annual production of refined gold/silver.**

- 4. Visual of the gold/silver Good Delivery bar as follows:**
 - An electronic high quality high resolution colored digital image in the form of a jpg file (pixel dimensions should be in the order of 2700 by 1800) showing the detailed bar marks on the face of the bar, the bar marks should be clear and in focus.

 - An electronic high quality high resolution colored digital image in the form of a jpg file (pixel dimensions should be in the order of 2700 by 1800) showing the bar in three dimensional view with the bottom surface of the bar uppermost

 - Three high quality hard copies of each of the above **(not copies reproduced on ordinary quality paper using an inkjet printer)** or alternatively three high quality color photographs (size 18 cms x 12 cms) showing the face of the bar and three dimensional view as described above

 - 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 (see Annex J as an example)

 - A detailed description of the applicant's logo appearing on the bars explaining what the individual characters and / or symbols represent

 - A statement confirming whether bar numbers are re-cycled each year and an explanation of what the individual digits within the bar number represent.

5. Copy of the registration certificates and clearances received from Government authorities:
 - Certificate of incorporation/ registration
 - VAT and CST registration certificate
 - Other registrations, if any
 - ISO certificate
 - Details of plant and machinery in use

6. Details of bank guarantee being submitted alongwith this application:
 - Bank guarantee no.
 - Issuing bank with branch address
 - Tenure of bank guarantee

7. A letter from the principal banker in support of the refinery and certifying its good conduct

8. Details of the laboratory:

9. Details of quality control measures adopted by the refinery

10. Details of coining/ minting and packaging facility available in the refinery

11. Details of security arrangements, CCTV, strong room, vaults and other safety measures taken by the refinery

12. Details of insurance policy obtained by the refinery

13. Trade Mark Registration documentation of its logo / brand, if any. Excise and service tax registration certificate.

14. Details of numbering system used on the bars/ certificates

15. Location of collection centers including franchises for collection of jewelry.

16. Clean Lean environment technology and certification, to be accompanied with air and water clearance from Pollution Control Board.

17. Details of Gold / Silver accounting and Billing Module, with gold silver receipt and delivery system

18. **Short Video (preferably on DVD or alternatively on a VHS, PAL format videotape)** showing the plant and operating techniques used in the refinery. This should also show the assaying laboratory, including the equipment used for both instrumental and manual methods. The commentary should either be in English or English subtitles should be provided.

19. Details of weighing procedure adopted for Gold and silver, whether Beam balance or Electronic balance, details of weights used for weighing.
20. Details of packing procedure adopted by the refinery(separately for Gold bars, silver bars and coins)
21. Latest published annual report and audited financial statements