



"Profit without Integrity is Loss"

Member of the TLI Group of Companies  
P.O Box 38909  
Gulf Gold Refining Services  
Dubai  
UAE

## International Commercial Cargo Metal Shipping Procedures

### INCOTERMS DAP/DAT

#### PRE-SHIPMENT REQUIREMENTS:

##### Account Opening Procedure:

First-time clients of GGRS/TLI must complete and return an account opening form or have signed a SPA before proceeding with forwarding material to the refinery.

##### Import Security Fee: (Can be waived after discussion with CEO)

Where the client requires GGRS/TLI to import the goods into the UAE on their behalf a SECURITY FEE of USD 2,000.00 must be submitted to GGRS by cheque, wire transfer or credit card within 30 days of refinery account approval and in advance of shipping any metal. This fee is to cover any unanticipated customs clearance expenses incurred by GGRS as well as the costs of the customs clearance agent and secure transport to the refinery. The unused portion of this security will be REBATED to the customer upon settlement of their first delivery. This fee will NOT be refunded in the case of non-delivery. This SECURITY FEE only applies if not previously waived by GGRS.

## PRE-ARRIVAL PROCEDURES

Before the shipment arrives in Dubai the Seller has notified the refinery of the impending shipment and supplied by Email the required documents.

**PLEASE NOTE THAT ALL GOODS MUST BE DECLARED "VALUE CARGO" TO THE SHIPPING AGENT AND AIRLINE OR GGRS WILL REJECT THE SHIPMENT.**

Air Waybill if GGRS/TLI is the Nominated Importer:

Goods will be cleared through Transguard it must state the following in the "Ship to" portion of the waybill **EXACTLY** to enable clearance at customs. If the address below is not included exactly as stated below the shipment may not be cleared and could be returned to the client.

**TLI GLOBAL FZE** (as clearing agents)  
For GULF GOLD REFINING SERVICES  
PO BOX 38909, UAE  
Contact: Mr. William Mckeag on 055 101 4003

Commercial Invoice:

All shipments must contain the following information and 5 x copies must accompany the shipment.

- Description of the contents (Bullion, Dore, etc)
- Net weight of the contents
- Gross weight of the shipment
- Value of the contents
- Description of the container(s)
- The consigner and consignee

Certificate of Origin: Must travel with the shipment and be emailed to GGRS in advance.

## UPON ARRIVAL AT THE AIRPORT FREEZONE

Dubai or Abu Dhabi Customs notifies Transguard and GGRS of the shipment arrival and processes paperwork for transfer to secure carrier (Delays at this stage are out of our control and usually result from incorrect paperwork from Seller or a request for assay confirmation before release). Armored insured carrier transports material to refinery

#### UPON ARRIVAL AT THE REFINERY

- We open and weigh the material upon receipt. A GGRS/TLI Senior Representative will be on-hand for this procedure and it is recommended the client or client representative are present as well. This process is under secure video at all times.
- Material is melted, sampled and poured in to impure Dory bars and weighed for final settlement purposes
- Client is given one sample to take to an outside lab and GGRS will retain two samples, one for assay and one held for any dispute resolution (i.e. Umpire Assay)
- Refinery lab will then proceed with the bullion fire assay procedure as per LBMA/ASTM Standards
- Within 1 working day we will report our assay to the client and ask for assay acceptance
- If the Client accepts, we will proceed with refining the material
- Settlement made directly to client within 48hrs of final assay