

DSD DEPOSITORY TRANSACTION REQUEST FORM INSTRUCTIONS

****PLEASE USE THIS TO ASSIST YOU IN FILLING OUT THE REQUEST FORM****

1. Today's Date: The date on which the transaction will occur.
2. Your Company Name: If applicable.
3. Your Reference Number: If applicable
4. Type of Service Requested: (Check one of the following):
 - Internal Transfer: Check this box if you want DSD to transfer metal directly into another account at DSD.
 - US Postal Delivery: Check this box if you would like your package to go through the U.S. Postal Service. You (or your company) will be billed for applicable postage, insurance, and handling fees.
 - Federal Express Delivery (Note: Federal Express will not deliver to PO Box):
 - *Overnight: Check this box if you want DSD to ship a package using Federal Express's overnight delivery service. Packages shipped via Federal Express are fully insured by DSD. You or your company will be billed for applicable shipping, insurance, and handling fees.
 - *Two-Day Delivery: Check this box if you want DSD to ship a package using Federal Express's two-day delivery service. Packages shipped via Federal Express are fully insured by DSD. You or your company will be billed for applicable shipping, insurance, and handling fees.
 - UPS Delivery: This box would be checked if you want your package shipped thru the United Parcel Service.
 - *Overnight: Check this box if you want DSD to ship a package using UPS's overnight delivery service. Packages shipped via UPS are fully insured by DSD. You or your company will be billed for applicable shipping, insurance, and handling fees.
 - *Two-Day Delivery: Check this box if you want DSD to ship a package using UPS's two-day delivery service. Packages shipped via UPS are fully insured by DSD. You or your company will be billed for applicable shipping, insurance, and handling fees.
 - Direct Release to Company Agent/Customer: Check this box if you or your customer would like to pick-up metal at our facility. Please note that we would require a copy of a client's driver's license, and would require at least 24 hours' notice before a pick-up can be initiated.
 - Receive Product For Account: Please check this box if you are expecting to receive product being delivered for your account (i.e., Brinks delivery, USPS, Federal Express, UPS delivery of product).
 - Other: This box should be checked if you want another service that is not listed above.
 - International: If you will be sending your package International, please fill in the International Shipment information as requested. It is important to provide an accurate telephone number for the recipient. If no telephone number is provided, or if the number is inaccurate, the shipment will be delayed by the customs agency for verification purposes.

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5. From Account/Depositor/Carrier: Please provide DSD with your precious metals account name, address and account number.
6. To: (Transfer/Release/Deliver – circle one) To Account Or Addressee: Please provide us with the person/company you are transferring, releasing, or shipping your metal to, their address, and if applicable, their DSD account number.
7. Product: Please indicate what type of product (i.e., gold, 1 oz. gold), or a brief description of the product (i.e., gold eagles, gold bars) that is involved in the requested transaction.
8. Brand: Indicate the brand of the product, if applicable (example: Johnson Matthey).
9. Serial Number: Indicate the serial number of any non-fungible bar(s) (i.e., 1,000 oz. silver bars, 100 oz. gold bars, etc.) or on any containers containing metal, if applicable.
10. Quantity: Please indicate the number of bars and/or coins for this transaction.
11. Gross Troy Ounce: Indicate the number of gross troy ounces per unit for this transaction.
12. Fineness: Indicate the fineness of the metal to be moved, if known (i.e., 10 x 1 oz. maple leaf coins would normally have a fineness of .9999).
13. Additional Product Information: Use this section if you have any additional product information DSD may require to complete your requested transaction.
14. Authorized Signatures: Please have the person authorized to approve this transaction to sign in this section. If more than one signer is required, please ensure both sign, or this request cannot be completed.
15. Additional Instructions: Please provide us with any additional instructions you may have concerning your request (i.e., if your package requires additional packaging, if you would like specific years for coins sent out [2010 silver eagles, 2009 gold eagles]).