

PACKING SHIPPING GUIDELINES

Shipping paperwork

When preparing a new shipment the Sender must provide to TCA some required documents. They have to be sent in advance by e-mail, to allow TCA's review prior to shipment of the goods.

In particular they are:

- **Pro-forma invoice**
- **Packing list**
- **Annex VII** (required only for waste classified materials "**Green List**")
- **Annex IA & IB** - Transboundary notification (required only for waste classified materials "**Amber List**")
- **Bill of lading** (for ocean freight)
or **Air waybill** (for airfreight)
or **Railway bill** (for train)
or **CMR** (for road)

Pro-forma invoice

There is not a specific or mandatory format to use.

As long as it will include the information listed below, the Sender is allowed to use the format preferred.

This document must show a date and number to identify the shipment, a clear and simple description of the goods shipped to TCA and the totals of value (USD), net weight (KG), gross weight (KG), number of different batches, number of drums and number of pallets (skids).

In case different materials will be shipped together using the same pro-forma invoice (i.e. bullions and prepared sweeps), for each material it is required to list separately in the body of the document the description, value, net and gross weight in order to identify them separately and avoid problems with Customs Entry Procedure (different materials usually may have different HTS codes).

Packing list

There is not a specific or mandatory format to use.

As long as it will include the information listed below, the Sender is allowed to use the format preferred.

TCA normally suggests to send it in Excel version to access easily to data to issue internal working sheets.

This document must show separately the accurate and detailed description of each single batch shipped. This means: batch reference number – material description – value (USD) – PM assay to perform and estimated content – number of skids – number of drums – eventual separation of blends (sub-lots) – gross weight (KG) – tare weight (KG) – net weight (KG) – eventual security seal number – eventual Umpire rep.

ANNEX VII (Green list material)

There is a specific format to use, as required by European Regulation (EC) N. 1013/2006, which rules transport and logistics aspects of "**Non-hazardous Waste**" classified Materials across/to European Territory.

TCA can provide a blank template of it at any time, and upon request TCA assist the Sender to fill the document properly, in order to comply with all Regulation requirements.

This document is meant to list ONLY materials classified as "Waste", which are for example:

- prepared sweeps / dusts / powders / polishing dusts and any other powdery material
- slag / borax / broken crucibles and any other material that needs preliminary milling treatment
- sludge / resins / monitor strips / films and any other material that needs preliminary incineration

As general rule, any other material not mentioned above should be sampled, tested and discussed with TCA prior to shipping, in order to understand if it can be classified as waste and with which parameters.

NOTE

bars, bullions, ingots, metallic scrap (melted or to melt) are NOT classified as waste, so they must never be listed in the Annex VII document.

Their main data to list on the Annex VII are the following:

- box 3:NET weight (only) in KG. of the material (it must match with other documents)
- box 4:date of departure from Sender's premises
- box 5 (a/b/c): Sender's selected freight forwarder and final carrier in Italy
- box 9:item description as listed on other documents
- box 10:waste classification codes (according to European Regulation)
- box 12:Date of issue and Sender's original signature

ANNEX IA & IB - Transboundary notification (Amber list material)

There is a specific format to use, as required by European Regulation (EC) N. 1013/2006, which rules transport and logistics aspects of "**Hazardous Waste**" classified Materials across/to European Territory.

As this is a special authorization, see the European regulation 1013/2006 - pg.1 to pg.66, it's necessary to interface with own Environmental Protection Authority, which will issue the permit under the mentioned European regulation.

It should be noted that the same Regulation contains the specific classification of waste by the Basel Code and the CER/EER. Pay attention to waste which is subject to an export/import ban to non-OECD countries.

When it comes to waste classified as "Hazardous", in addition to having to get Transboundary Notification, pay attention with own freight forwarder to transport regulations of hazardous material.



Bill of lading (B/L) / Air waybill (AWB) / Railway bill (RWB) / CMR :

There is not a specific or mandatory format to use.

This document is provided by Sender's Freight Forwarder (or shipping Agent) at the moment the container is loaded on the vessel for ocean freight **OR** the shipment is loaded on the aircraft for airfreight.

This document is mandatory to complete the procedure of Customs Entry & Release.

Without this document the shipment will be rejected from Port / Airport Authorities and shipment would be return to Sender at its own charge and responsibility.

The data listed on this document must necessarily match the ones provided with shipping paperwork.

In particular gross weight and number of packages are the most important details that Customs Inspectors will verify during Entry & Release procedure.

NOTE

Sender will be responsible for data and information provided in all above mentioned documents.

Packaging

According to shape, size and quantity of the material to ship, the Sender can choose between the following options of packaging to prepare the shipment.

STEEL DRUMS (standard choice)

To be placed over pallets (skids).

They are recommended in particular for sludgy materials, slag, borax, broken crucibles and similar.

Also powdery materials can be packed inside steel drums.

It is exclusive responsibility of the Sender to control that drums are properly closed and that security seals are intact at the end of loading inside the container.



PLASTIC DRUMS (alternative choice)

To be placed over pallets (skids).

They are recommended in particular for sludgy materials, slag, borax, broken crucibles and similar.

Also powdery materials can be packed inside plastic drums.

It is exclusive responsibility of the Sender to control that drums are properly closed and that security seals are intact at the end of loading inside the container.



TON BAGS / SACKS (alternative choice)

To be placed preferably over pallets (skids). They are recommended to be used ONLY for powdery dry materials UNI ENI ISO 21898 :2006 with short-arms. It is exclusive responsibility of the Sender to control that bags are properly loaded and stored inside the container in order to avoid breakage and dispersion of the material inside the container.



GAYLORD BOXES (alternative choice)

To be placed over pallets (skids), possibly not stockpiled.

They are recommended to be used for dry, light & voluminous, not sharp materials.

It is exclusive responsibility of the Sender to control that boxes are properly loaded and stored inside the container in order to avoid breakage and dispersion of the material inside the container.



PLYWOOD BOXES (alternative choice)

Plywood boxes for shipping dangerous goods certified UN 4DV.

They can be used for shipping dangerous goods (liquids or solids in any type of inner packagings).

Minimum gross weight 10 kg maximum gross weight kg 150.

It is exclusive responsibility of the Sender to control that boxes are properly loaded and stored inside the container in order to avoid breakage and dispersion of the material inside the container.



SECURITY PLASTIC BOXES (alternative choice)

To be handled manually.

They are recommended to be used **ONLY** for valuable bullions, bars or ingots.

The total gross weight of each box must **NEVER** exceed 25 Kg.

It is exclusive responsibility of the Sender to control that boxes are properly closed and that security seals are intact at the end of loading inside the container.



Label

The Sender must ensure that labeling of selected packaging is clear and readable, in order to allow an easy procedure of control when unloading the goods at TCA's premises.

Hand writings are severely forbidden.

Only printed labels, stickers or tags are allowed and accepted.

Each single package must have at least two of them, with matching data:

- one on the top surface (i.e. the lid of a drum)
- one on the side (i.e. the side face of a box)

The minimum information required by TCA to appear on each label is the batch number.

Any other additional information (package number, label color, etc.) is up to Sender's requirements.

To avoid misunderstandings or confusion during unloading procedure, it is exclusive responsibility of the Sender to control that each package is properly labeled.

NOTE

occasional random inspections are promoted by Italian Customs.

In those circumstances Customs Inspectors will personally attend the whole unloading procedure to verify the information declared and materials imported.

As you understand it is extremely important to avoid any possible claim related to value, weight, quantity, identification and labeling from them not to incur in delays, financial penalties or even seizure of the goods.

Loading

To comply with TCA's Health & Safety Regulation shipments will be accepted only with packages placed over pallets (drums / bags / boxes). it is mandatory that all heavy weights are handled with forklift only. Pallets can be made of wood or plastic





PRECIOUS METALS REFINING

