

# METALPRODEX

## Warehouse Application Form

2016-06-01

The English version is for informal use only. Only the German version is legally binding.

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When completed and signed, this form needs to be returned to METALPRODEX GmbH, **Magdeburger Straße 23, 06112 Halle**, Germany. Alternatively, a signed and scanned application form can be sent to: **support@metalprodex.com**

All information will be treated in strict confidence.

Warehouse company name: .....

Registered address: .....

.....

.....

(continue on separate sheet if necessary)

Contact person: .....

Position: .....

Telephone: ..... Fax: .....

Email: ..... Website .....

## Section 1: Warehouse Company

1.1 When was the company established?

.....

1.2 Is your warehouse company fully customs licensed? Yes [ ] No [ ]

1.3 Is your warehouse a Free Trade Zone warehouse? Yes [ ] No [ ]

1.4 Is your warehouse a VAT entrepot warehouse? Yes [ ] No [ ]

1.5 Is your warehouse a bonded warehouse? Yes [ ] No [ ]

1.6 Do your working procedures conform to ISO standards? Yes [ ] No [ ]

1.7 Do you have experience with the storage and logistics of base metals?  
Yes [ ] No [ ]

If yes, please provide details: .....

.....

.....

1.8 Do you have base metals in your warehouse? Yes [ ] No [ ]

If yes, please provide details: .....

.....

.....

## Section 2: Storage

2.1 Total enclosed storage space available for base metals:

.....

2.2 Address(es) and name(s) of premises in which materials are to be stored:

(A) .....

.....

.....

(B) .....

.....

.....

(C) .....

.....

2.3 Are you owners of the warehouse? Yes [ ] No [ ]

If not, please state the lessor and the terms of the lease:

.....

.....

**PLEASE SUBMIT** a copy of the warehouse lease contract.

2.4 Construction materials of: (please continue on separate sheet if necessary)

Walls: .....

.....

.....

Roofing: .....

.....

.....

Floors: .....

.....

.....

Boundary fencing and gates: .....

.....

.....

## Section 3: Warehouse Facility

### 3.1 For Weighing

How many types of weighing scales? Please indicate the details of each scale, including the accuracy:

.....  
.....  
.....

How frequently checked by staff: .....

How frequently checked by independent company: .....

Date of last independent check: .....

Name of last independent checking company: .....

.....

Can you supply detailed gross, tare and net weight certificates? Yes [ ] No [ ]

### 3.2 For Sampling:

Do you have facilities for repairing damaged packaging, e.g. drums, bags, barrels etc., to original sound condition? Yes [ ] No [ ]

If yes, please provide details: .....

Do you have any cutting facilities? Yes [ ] No [ ]

If yes, please provide details: .....

## Section 4: Transport

### 4.1 Is there direct access by:

Road: Yes [ ] No [ ]

Rail: Yes [ ] No [ ]

Water: Yes [ ] No [ ]

### 4.2 If no direct access, state location and distance to nearest:

Main Highway: .....

Main Road: .....

Rail Head: .....

Berth: .....

## Section 5: Facility Security

5.1 If the warehouse open, is your directly employed operational staff on site at all times?

Yes [ ] No [ ]

5.2 Do you screen all incoming-vehicles?

Yes [ ] No [ ]

5.3 Do you check driver's ID?

Yes [ ] No [ ]

5.4 Is the warehouse perimeter fully fenced?

Yes [ ] No [ ]

5.5 Do you have 24x7 operational entry control on the fenced perimeter?

Yes [ ] No [ ]

5.6 Does the warehouse border a public road?

Yes [ ] No [ ]

If yes, are the operational doors bordering the road?

Yes [ ] No [ ]

If yes, are the operational doors bordering the road, always locked and alarm secured?

Yes [ ] No [ ]

5.7 Does the loading and unloading take place only within the perimeter of the warehouse?

Yes [ ] No [ ]

5.8 Are your dock doors only opened during loading and unloading operations?

Yes [ ] No [ ]

5.9 Nature of exterior doors and how secured:

.....  
.....  
.....

5.10 How are windows secured and protected?

.....  
.....  
.....  
.....

5.11 Is there an automatic intrusion alarm system?

Yes [ ] No [ ]

If yes, please give details of system and how an alarm is raised and transmitted to the police:

.....  
.....  
.....  
.....

5.12 Is there an internal alarm system? If so, please give details:

Yes [ ] No [ ]

.....  
.....

5.13 Are there security guards permanently on the premises when the warehouse is closed?

Yes [ ] No [ ]

If yes, how many? .....

If no, are the premises inspected by a security company? Yes [ ] No [ ]

If yes, please give details of period during which the security company operates and frequency of visits:

.....  
.....  
.....

5.14 Are floodlights used? Yes [ ] No [ ]

5.15 How often are physical checks made on goods in store provided that the material must be (1) free of any contaminations, (2) securely strapped in bundles to permit safe handling without bundle distortion and breakage?

.....  
.....

5.16 Additional security arrangements:

.....  
.....  
.....  
.....

.....(continue on separate sheets if necessary)

5.17 Have warehouse premises been surveyed by an insurance company?

Yes [ ] No [ ]

If yes, please give details:

How often are premises surveyed? .....

Date of last survey: .....

Insurers name and address: .....

.....  
.....

5.18 How many CCTV cameras cover the entrance to the fenced perimeter and the outside and/or inside of the warehouse building(s) and also how long are these recordings kept?

.....  
.....  
.....

5.19 How often is the entire security system tested and maintained? Please give details:

.....  
.....  
.....

## Section 6: Facility Fire Protection

6.1 Are there fire detection and prevention arrangements?      Yes [ ]      No [ ]

If yes, please give details: .....

.....  
.....  
.....

6.2 Is the location of fire extinguishers clearly marked and fully accessible to personnel?

Yes [ ]      No [ ]

6.3 How often are the fire extinguishers checked by the personnel?

.....  
.....

6.4 How often are the fire extinguishers inspected by a qualified third party?

.....

Date of last inspection: .....

Inspector name and address: .....

.....  
.....

6.5 Is your staff trained in general fire safety and accident prevention questions?

Yes [ ]      No [ ]

6.6 Are the building's fire doors well maintained and include fusible links for automatic doors?

Yes [ ]      No [ ]



6.7 Are the “No Smoking” signs posted throughout cargo-storage areas and strictly followed?

Yes [ ] No [ ]

6.8 Is the fuel for vehicles and cargo-handling equipment separated from cargo-storage and high-traffic areas and protected from contact/ damage?

Yes [ ] No [ ]

6.9 How far is the fire department from your warehouse?

.....

## Section 7: Loading and/or Discharging Rates

7.1 Number of cranes: .....

7.2 Number of fork-lift trucks: .....

7.3 What are the minimum loading/ discharging rates for:

Vessels (tons/ shift) .....

Trucks (tons/ shift) .....

Rail Cars (tons/ shift) .....

7.4 Do you have bundling/strapping facilities? Yes [ ] No [ ]

7.5 Can you handle all types of container traffic? Yes [ ] No [ ]

7.6 Do you have facilities for, and do you guarantee, securing loads within the container particularly where different metals and materials are carried? Yes [ ] No [ ]

## Section 8: Confirmation of Conditional and Final Releases

8.1 Does your warehouse company issue a Confirmation of Conditional Release?

Yes [ ] No [ ]

8.2 Does your warehouse company issue a Confirmation of Final Release?

Yes [ ] No [ ]

8.3 **PLEASE SUBMIT** specimen copies of the Confirmation of Conditional and Final Releases currently in use.

## Section 9: Staff

9.1 Number of Partners/Directors: .....

9.2 Number of warehouse staff: .....

9.3 Number of office staff: .....

9.4 Total number of staff: .....

9.5 Number of employees with more than 10 years experience in the business: .....

## Section 10: Stock Auditing

10.1 Is a physical stock audit carried out in full? Yes [ ] No [ ]

If yes, how often?

.....

10.2 Have you also got your own audit department? Yes [ ] No [ ]

If yes, please give details and qualifications of the senior staff, and basis of audit:

.....

.....

.....

.....

.....

.....

(continue on separate sheet if necessary)

## Section 11: Insurance

11.1 Do you insure against the following. If yes, please give details:

(A) Negligence/ errors/ omission of partners Yes [ ] No [ ]

(B) Negligence/ errors/ omission of directors and any other staff

Yes [ ] No [ ]

11.2 Detail other risks insured: .....

.....

.....

.....

.....

11.3 Has the company sustained any loss as a direct result of any listed below:

(A) Errors and/or omissions and/or negligence: Yes [ ] No [ ]

If yes, please give full details .....

(B) Fraud and/or dishonesty: Yes [ ] No [ ]

If yes, please give full details .....

11.4 METALPRODEX requires warehouses to have in place a Liability Insurance covering Fraud, Negligence or Unexplained Loss for any one occurrence.

**PLEASE SUBMIT** a copy of your company's liability Insurance covering this clause, as without this document the warehouse's approval will not be considered.

Please note that METALPRODEX will write directly to your insurer requesting their confirmation of when they last carried out an inspection of the warehouse if this is not made clear on the insurance documents.

It is the warehouse's responsibility to ensure that METALPRODEX is sent a copy of the respective Liability Insurance policy at each renewal.

11.5 Has any application been made for insurance on behalf of the company for any risks in sections 10.1, 10.2, 10.3 and risks and perils to the premises ever been: (If yes, please give details):

(A) Declined Yes [ ] No [ ]

.....  
.....  
.....

(B) Cancelled Yes [ ] No [ ]

.....  
.....  
.....

(C) Refused at renewal Yes [ ] No [ ]

.....  
.....  
.....

## Section 12: Terms and Conditions of Storage

The warehouse's local Terms and Conditions will apply in all cases.

**PLEASE SUBMIT** a copy of your company's storage Terms and Conditions, as without this document the warehouse's approval will not be considered. Any changes in the Terms and Conditions must be submitted to METALPRODEX in a timely manner.

## Section 13: Annual Report

**PLEASE SUBMIT** the latest statutory report of your company.

## Section 14: Commercial Interests

Does your company or its associated companies have any commercial interests in the metal trade other than storage and haulage of base metals?

Yes [ ]

No [ ]

If yes, please give details: .....

.....

.....

.....

## Section 15: Inspection and Documentation

By signing this document, you accept that:

- The cost of any warehouse inspection by METALPRODEX will be charged to the warehouse;
- All relevant documents are to be in the English language (except warehouses based in Germany and generally using the German language), or must be accompanied by certified English translations.

## Section 16: Declaration of the Warehouse

We hereby warrant that all statements and particulars made after diligent inquiry are true and that we have not suppressed or misstated any material facts. We hereby confirm that, upon being granted registration and approval, we comply with the METALPRODEX established and published warehouse procedures.

Signature of Director/ Partner, who is deemed to be a person authorised to sign on behalf of the company.

Name .....

Signature .....

Date: .....

**REMINDER TO PLEASE SUBMIT:**

1. Copy of the warehouse lease contract;
2. Specimen copies of the Confirmation of Conditional and Final Releases currently in use;
3. A copy of your company's liability insurance;
4. A copy of your company's storage Terms and Conditions;
5. The latest statutory report of your company.