



First State Depository Company, LLC

Service Request Form

For legal, audit and record keeping purposes, First State must receive all instructions regarding its customers' accounts in writing, and signed by one of the customer's authorized signers, listed in their depository agreement.

First State cannot act on verbal, unauthorized or unclear instructions, and we cannot guess at missing information.

To standardize customer instructions, we created the attached Service Request Form (SRF). The SRF a simple, "all-in-one" form that enables depository customers to instruct First State to ship, deliver transfer or release specific bullion and/or coin products in a standard and legally authorized manner.

To direct First State to act on your account, we ask that you complete and submit an SRF each time you desire that we act on your account.

Essential information on the SRF includes the following (see attached sample):

1. Indicate the date of the transaction request;
2. Indicate account owner name;
3. Indicate (i.e., check off) the type of service desired;
4. In the *From Company Account* box, list your company name and account number;
5. In the *Transfer / Release / Deliver To* box, provide the name and address of the company or party to whom the coins or bullion are to be transferred or shipped;
6. Fill in the bullion or coin product descriptions in the boxes provided;
7. In the *Additional Instructions* area, provide whatever additional amplifying information you may deem appropriate;
8. Have an Authorized Signer(s) sign on the left at the bottom in the space provided.

When completed, fax the SFR to First State at 302-765-2762, for execution.

Please print additional copies of the attached un-annotated SRF and use them for requesting transactions in the future. Please call me at 302 765 2760 with any questions or concerns.

We thank you for helping us to help you with your transactions.

First State Depository

Attachments