



Metals Questionnaire

Valuable metals include but are not limited to: gold, silver, copper, platinum, industrial diamonds, palladium, rhodium, aluminum, brass, nickel, tin, titanium or other similar material. Also please complete this questionnaire if gemstones are kept on premises.

Please complete the following questions for each location that have metals or gemstones kept on premises whose average value exceeds \$10,000. Add any comments to the end of the form. If internal controls vary by location, please complete a new copy for each location.

Name of Company _____

Main Office Address _____ City _____ State _____ Zip _____

1. Exposure

a. What types of metals and/or gemstones are stored on premises? _____

b. Please specify the following values:

	Maximum Value	Average Value	Overnight Value
Metals			
Gemstones			

c. How are these materials used in the applicant's operations? _____

2. Physical Protection

a. How are the metals or gemstones stored prior to processing? _____

b. How are finished goods stored prior to distribution? _____

c. How are finished goods distributed? _____

3. Vaults and Safes

Yes No

a. Please attach a copy of the manufacturer's specifications.
If the manufacturer's specifications are not available, please provide the following information:
Thickness of Door (exclusive of locking mechanism): _____
Thickness of walls: _____
U.L. or S.M.N.A. labels: _____
U.L. labeled Tool Resistant: _____

b. What is the response time by the police to an alarm? _____

c. Is the safe and/or vault protected by a central alarm station? Yes No

3. Vaults and Safes *Continued*

	Yes	No
d. Is the alarm UL certified? Please provide certificate number: _____ Expiration Date _____	<input type="checkbox"/>	<input type="checkbox"/>
e. Are safes and/or vaults equipped with combination locks? Are the combinations split between two people?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
f. Are safes and/or vaults in a restricted access area?	<input type="checkbox"/>	<input type="checkbox"/>

4. Guards

	Yes	No
a. Are guards employed <input type="checkbox"/> or hired under contract <input type="checkbox"/> How many employed _____ hired under contract _____ On premises 24 hours a day?	<input type="checkbox"/>	<input type="checkbox"/>
b. Do guards make regular rounds? Are they required to signal the alarm company at regular intervals?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
c. Is there a closed circuit TV surveillance system? What areas are surveyed? _____	<input type="checkbox"/>	<input type="checkbox"/>

5. Control Procedures

	Yes	No
a. Is a register maintained of the movement of valuable metals within the manufacturing process?	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the register indicate from whom the metals are received and then delivered to?	<input type="checkbox"/>	<input type="checkbox"/>
c. Is the inventory control record maintained by someone other than the vault custodian?	<input type="checkbox"/>	<input type="checkbox"/>
d. Is the physical inventory conducted by someone other than the vault custodian or the inventory control clerk?	<input type="checkbox"/>	<input type="checkbox"/>
e. Is there a full accounting of precious metals, finished products, and scrap at the end of each day?	<input type="checkbox"/>	<input type="checkbox"/>
f. How often is a full physical audit of holdings carried out? _____		
g. How are scraps controlled (e.g. gold filings, dust)? _____		
h. How are new employees screened: <input type="checkbox"/> Background check <input type="checkbox"/> Criminal Check <input type="checkbox"/> Credit Check <input type="checkbox"/> Drug Test		

Fraud Statements

Applicable in AL, AR, DC, LA, MD, NM, RI and WV

Any person who knowingly (or willfully)* presents a false or fraudulent claim for payment of a loss or benefit or knowingly (or willfully)* presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. *Applies in MD Only.

Applicable in CO

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Fraud Statements Continued

Applicable in FL and OK

Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony (of the third degree)*. *Applies in FL Only.

Applicable in KS

Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written, electronic, electronic impulse, facsimile, magnetic, oral, or telephonic communication or statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

Applicable in KY, NY, OH and PA

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties (not to exceed five thousand dollars and the stated value of the claim for each such violation)*. *Applies in NY Only.

Applicable in ME, TN, VA and WA

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties (may)* include imprisonment, fines and denial of insurance benefits. *Applies in ME Only.

Applicable in NJ

Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

Applicable in OR

Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

Applicable in PR

Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation by a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances [be] present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

NOTICE TO APPLICANTS:

Any person who knowingly and with intent to defraud any insurance company or other person files and application for insurance or statement of claim containing any materially false information, or conceal for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

Applicant Signature _____ **Title** _____ **Date** _____

Producer Signature _____ **Title** _____ **Date** _____