**Guidelines of Shanghai Gold Exchange for Delivery at Hong Kong Certified Vault**

**(Formulated in May 2025)**

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# Chapter I General Provisions

**Article 1** This *Guidelines of Shanghai Gold Exchange for Delivery at Hong Kong Certified Vault* (this ***Guidelines***) is formulated in accordance with the *Detailed Delivery Rules of Shanghai Gold Exchange* to regulate the physical delivery business at the Hong Kong Certified Vault of the Shanghai Gold Exchange (the **Exchange** or **SGE**).

**Article 2** The Hong Kong Certified Vault is an International Board Certified Vault established by the Exchange in the Hong Kong Special Administrative Region of China, providing Transaction Vaulting and Safe Deposit Vaulting Services to members and customers. The Hong Kong Certified Vault assumes full responsibility for the safety of the precious metals within its facility.

**Article 3** Bullion deposited by members and customers in the Transaction Vault of the Hong Kong Certified Vault will be registered as Hong Kong Deliverable Bullion, while that deposited in the Safe Deposit Vault of the Hong Kong Certified Vault will be registered as Hong Kong Depositable Bullion.

**Article 4** The physical delivery business at the Hong Kong Certified Vault refers to the services offered by the Exchange based on the Hong Kong Deliverable and Depositable Bullion, which include registration and custodianship, warehousing and storage, bullion transfer, quality management, as well as the physical delivery of Hong Kong Contracts (defined as contracts listed on the Exchange with Hong Kong as the physical delivery location).

**Article 5** Members and customers shall obtain the qualification to trade Hong Kong Contracts before engaging in physical delivery business at the Hong Kong Certified Vault.

**Article 6** Members, customers, and the Hong Kong Certified Vault shall comply with the applicable laws, regulations, and regulatory rules of both the Chinese Mainland and Hong Kong. Members and customers shall also meet the compliance management requirements of the Exchange and the operator of the Hong Kong Certified Vault.

**Article 7** A member or customer shall cooperate when the Exchange or the Hong Kong Certified Vault conducts due diligence on it in accordance with applicable laws or regulations of the Chinese Mainland or Hong Kong.

**Article 8** The Exchange and the Hong Kong Certified Vault reserve the right to suspend Transaction Vaulting and Safe Deposit Vaulting Services of the Hong Kong Certified Vault to any member or customer that violates any applicable laws, regulations, or regulatory rules of the Chinese Mainland or Hong Kong, materially breaches any rules of the Exchange, or fails to meet any compliance management requirements of the Exchange and the operator of the Hong Kong Certified Vault.

# Chapter II Delivery of Hong Kong Contracts

**Article 9** The Exchange centrally organizes the clearing and delivery of Hong Kong Contracts through either physical delivery or cash settlement.

**Article 10** Members and customers may only use Hong Kong Deliverable Bullion for physical delivery of Hong Kong Contracts. Neither other deliverable bullion may be used for physical delivery of Hong Kong Contracts, nor may Hong Kong Deliverable Bullion be used for physical delivery of other contracts listed on the Exchange.

**Article 11** No member or customer shall use Hong Kong Depositable Bullion for physical delivery of contracts listed on the Exchange. A member or customer may apply for inter-vault transfers to convert Hong Kong Depositable Bullion into Hong Kong Deliverable Bullion and thereafter engage in the physical delivery of Hong Kong Contracts, in accordance with the *Operating Guidelines of Shanghai Gold Exchange for Load-In/Load-Out and Bonded Zone Entry/Exit Procedures for International Board Certified Vaults*.

**Article 12** Details of Hong Kong Deliverable Bullion and Hong Kong Depositable Bullion are set forth in Annex 1, while the parameters for physical delivery of Hong Kong Contracts are listed in Annex 2.

**Article 13** The physical delivery process of Hong Kong Contracts shall be governed by the *Detailed Delivery Rules of Shanghai Gold Exchange*. The cash settlement process shall follow the *Supplementary Provisions for Price Asking Spot, Forward, and Swap Contracts of Shanghai Gold Exchange*.

# Chapter III Load-In

**Article 14** International Members and International Customers may load bullion into the Transaction Vault of the Hong Kong Certified Vault, with such bullion registered as Hong Kong Deliverable Bullion inventory. International Members and International Customers with Safe Deposit Vaulting Service authorization may also load bullion into the Safe Deposit Vault of the Hong Kong Certified Vault, with such bullion registered as Hong Kong Depositable Bullion inventory. Domestic members and domestic customers shall not load any bullion into the Transaction Vault or Safe Deposit Vault of the Hong Kong Certified Vault. Applications for Safe Deposit Vaulting Service authorization shall be governed by the *Measures for the Administration of Safe Deposit Vaults of Shanghai Gold Exchange*.

**Article 15** Bullion deposited by International Members and International Customers into the Hong Kong Certified Vault shall be from suppliers recognized by the Exchange (the **Hong Kong Business Bullion Supplier**). The Hong Kong Business Bullion Supplier shall be responsible for the quality of the load-in bullion and liable for all consequences arising from any quality issues.

**Article 16** Refiners accredited by the Exchange as capable of providing standard gold ingots (the **SGE Standard Gold Ingot Refiners**), International Members that are qualified gold refiners accredited by a relevant, SGE-recognized international market (the **International Qualified Refiners**), and International Members that are financial institutions (including branches of financial institutions) or financial infrastructures may apply to become Hong Kong Business Bullion Suppliers. The application procedures are specified in Annex 3.

**Article 17** If a Hong Kong Business Bullion Supplier is an SGE Standard Gold Ingot Refiner or an International Qualified Refiner, the bullion supplied shall be produced by itself. If a Hong Kong Business Bullion Supplier is a financial institution or a financial infrastructure, the bullion supplied shall be produced by an SGE Standard Gold Ingot Refiner or an International Qualified Refiner. All bullion provided by Hong Kong Business Bullion Suppliers must meet the compliance requirements of the Chinese Mainland and Hong Kong throughout the production, processing, and supply chain activities.

**Article 18** AnInternational Member or International Customer shall select a transportation company recognized by the Hong Kong Certified Vault to deliver bullion to the Hong Kong Certified Vault. Transportation costs and risks shall be borne by the International Member or International Customer.

**Article 19** If the load-in bullion requires customs declaration upon entering Hong Kong, the International Member or International Customer must complete the declaration procedures promptly in accordance with the applicable regulations of the Hong Kong Customs and Excise Department.

**Article 20** AnInternational Customer shall perform load-in procedures through its carrying members. An International Member may perform load-in procedures during the business hours of the Hong Kong Certified Vault, which are from 9:00 to 17:00 Beijing standard time on each trading day (excluding Hong Kong statutory holidays). The International Member shall notify the Hong Kong Certified Vault of the relevant load-in information at least one trading day in advance and schedule a load-in appointment according to the process established by the Hong Kong Certified Vault.

**Article 21** A Hong Kong Business Bullion Supplier shall assign its Designated Deposit Person to assist members in handling load-in procedures at the Hong Kong Certified Vault and to deposit the bullion into the bullion accounts opened by International Members or International Customers at the Exchange. The Hong Kong Business Bullion Supplier shall register the Designated Deposit Person with the Exchange in advance by submitting the *SGE Registration Form for Designated Deposit Person* (Annex 4). The registered Designated Deposit Person shall be either an overseas individual or a Chinese Mainland resident working overseas (the term “overseas” in this *Guidelines* shall be construed in reference to the *Exit and Entry Administration Law of the People’s Republic of China*).

**Article 22** A Hong Kong Business Bullion Supplier shall conduct due diligence on any International Member or International Customer that performs load-in procedures, in accordance with applicable compliance requirements on anti-money laundering, counter-terrorist financing, and anti-tax evasion. Where an International Member processes load-in procedures on behalf of an International Customer, the International Member shall conduct due diligence on the International Customer in accordance with the same compliance requirements. The Exchange may request due diligence materials from the Bullion Supplier or the International Member as necessary and collaborate with the Hong Kong Certified Vault to conduct assessments.

**Article 23** An International Member must submit the following documents to the Hong Kong Certified Vault for load-in procedures: the original *SGE Application for Load-In* (in triplicate, bearing the business seal of the International Member), the bullion quality certificate (or itemized bullion list), and the packing list. The Designated Deposit Person assigned by the Hong Kong Business Bullion Supplier shall present the original identification document that matches the information recorded in the *SGE Registration Form for Designated Deposit Person* to the Hong Kong Certified Vault.

If the Hong Kong Business Bullion Supplier operates outside Hong Kong and hence its Designated Deposit Person is unable to perform the load-in procedures at the Hong Kong Certified Vault, the Bullion Supplier may submit an authorization letter to the Exchange, authorizing a transportation company recognized by the Hong Kong Certified Vault to assign an escort to handle the procedures as its agent. The transportation company must register the identification information of the escort with the Hong Kong Certified Vault in advance. The registered escort shall be either an overseas individual or a Chinese Mainland resident working overseas. Before each load-in, the Hong Kong Business Bullion Supplier shall notify the transportation company to assign the registered escort to handle the procedures at the Certified Vault and shall provide the International Member with the information of the escort and the Designated Deposit Person represented by the escort. The International Member shall insert the escort’s name, type and number of identification document in the “Note” Column of the *SGE Application for Load-In*. The escort shall present the original identification document that matches the registered information to the Hong Kong Certified Vault.

**Article 24** In accordance with the *Detailed Delivery Rules of Shanghai Gold Exchange* and the operating procedures of certified vaults, the Hong Kong Certified Vault will verify the load-in materials and bullion, and generate a load-in voucher through the vault and shipping service platform of the Exchange. The Exchange will immediately credit the bullion account of the International Members or International Customers.

# Chapter IV Load-Out

**Article 25** International Members and International Customers may perform Transaction Vault load-out at the Hong Kong Certified Vault to withdraw Hong Kong Deliverable Bullion. International Members and International Customers with Safe Deposit Vaulting Service authorization may perform Safe Deposit Vault load-out at the Hong Kong Certified Vault to withdraw Hong Kong Depositable Bullion.

**Article 26** Only Domestic Members and Domestic Customers qualified to import and export gold in the Chinese Mainland can perform Transaction Vault load-out at the Hong Kong Certified Vault to withdraw Hong Kong Deliverable Bullion for import purposes. All other Domestic Members and Domestic Customers cannot withdraw Hong Kong Deliverable Bullion.

**Article 27** Customers shall perform load-out procedures through their carrying members. Members may perform load-out procedures during the business hours of the Hong Kong Certified Vault.

**Article 28** Amember shall notify the Hong Kong Certified Vault of the relevant load-out information at least one trading day in advance and schedule a load-out appointment according to the process established by the Hong Kong Certified Vault.

**Article 29** Where a member processes load-out procedures on behalf of a customer, the member shall conduct due diligence on the customer in accordance with applicable compliance requirements on anti-money laundering, counter-terrorist financing, and anti-tax evasion. The Exchange may request due diligence materials from the member as necessary and collaborate with the Hong Kong Certified Vault to conduct assessments.

**Article 30** Before a load-out, the member shall fill out an *Application of Take-Delivery* via the member service platform of the Exchange, specifying the name of the withdrawing person, the type and number of identification document, the vault for the withdrawal, deliverable or depositable bullion to be withdrawn, the standard weight of bullion to be withdrawn, and other pertinent information. The member shall also set a withdrawal password. For the withdrawal of depositable bullion, the serial number must also be indicated. The member must register the identification information of the withdrawing person with the Hong Kong Certified Vault in advance. The registered withdrawing person shall be either an overseas individual or a Chinese Mainland resident working overseas.

**Article 31** The member must submit the following documents to the Hong Kong Certified Vault for load-out procedures: the original *SGE Application for Load-Out* (in triplicate, bearing the business seal of the member) and the *Application of Take-Delivery*. The withdrawing person shall present the original identification document that matches the *Application of Take-Delivery* and the registered information to the Hong Kong Certified Vault.

**Article 32** In accordance with the *Detailed Delivery Rules of Shanghai Gold Exchange* and the operating procedures of certified vaults, the Hong Kong Certified Vault will verify the load-out materials, and generate a load-out voucher through the vault and shipping service platform of the Exchange. The Exchange will immediately debit the bullion account of the relevant member or customer. The withdrawing person shall conduct on-site verification of the load-out bullion against the load-out voucher.

**Article 33** A member or customer that engages a transportation company to transport the load-out bullion from the Hong Kong Certified Vault shall select a transportation company recognized by the Hong Kong Certified Vault, and shall bear the transportation costs and risks.

**Article 34** If the load-out bullion requires customs declaration upon exiting Hong Kong, the member or customer must complete the declaration procedures promptly in accordance with the applicable regulations of the Hong Kong Customs and Excise Department.

**Article 35** If a Domestic Member or Domestic Customer qualified to import and export gold in the Chinese Mainland needs to load out bullion from the Hong Kong Certified Vault for import purposes, the Hong Kong Certified Vault will first complete the system operation and generate a load-out voucher. The Domestic Member or Domestic Customer shall then declare the import to the Chinese Mainland customs using the load-out voucher and other relevant customs materials. After completing the declaration formalities, the Domestic Member or Domestic Customer can withdraw bullion from the Hong Kong Certified Vault presenting the *PRC Commodity Import Declaration Form* issued by the Chinese Mainland customs. The Hong Kong Certified Vault shall deliver the bullion to the Domestic Member or Domestic Customer based on the serial number shown on the load-out voucher. The Domestic Member or Domestic Customer shall arrange for transportation to the Chinese Mainland.

**Article 36** If the member or customer has any objection over the quality of the withdrawn bullion, a quality inspection will be conducted by a Hong Kong assay institute recognized by the Exchange. The Exchange will handle such matters in accordance with applicable provisions of the *Detailed Delivery Rules of Shanghai Gold Exchange*. A separate announcement will list the Hong Kong assay institutes recognized by the Exchange.

# Chapter V Bullion Transfer

**Article 37** Members and customers may conduct leasing transactions of Hong Kong Deliverable Bullion in accordance with the *Detailed Rules for Bullion Physical Leasing of Shanghai Gold Exchange*.

**Article 38** Members and customers may conduct pledging transactions of Hong Kong Deliverable Bullion in accordance with the *Measures for the Administration of SGE-Assisted Pledging Transactions of Shanghai Gold Exchange*.

**Article 39** International Members and International Customers with Safe Deposit Vaulting Service authorization may conduct clearing and transfer of Hong Kong Depositable Bullion for over-the-counter (OTC) trades in accordance with the *Measures for the Administration of Safe Deposit Vaults of Shanghai Gold Exchange*.

**Article 40** Members and customers may conduct inventory swap transactions of Hong Kong Deliverable or Depositable Bullion in accordance with the *Measures for the Administration of Inventory Swaps of Shanghai Gold Exchange*.

# Chapter VI Vault Audit

**Article 41** A member or customer that is using Safe Deposit Vaulting Service may apply for a vault audit at the Hong Kong Certified Vault, limited to the inventory of its Hong Kong Depositable Bullion. In principle, the number of such audit shall not exceed two each year.

**Article 42** A customer shall carry out a vault audit through its carrying member. The member shall submit an application for vault audit to the Hong Kong Certified Vault at least three trading days in advance to schedule an audit appointment. The audit process will be established by the Hong Kong Certified Vault.

# Chapter VII Settlement of Differential Weight and Delivery Business Costs

**Article 43** The Load-In Differential Weight and Load-Out Differential Weight of Hong Kong Deliverable Bullion will be calculated in accordance with the *Detailed Delivery Rules of Shanghai Gold Exchange*. The Load-In Differential Weight shall be settled at the settlement price of the Shanghai Gold Benchmark Price Trading Contract on either the delivery day of the Hong Kong Contract or the day when the Deliverable Bullion inventory is cleared to zero. The Load-Out Differential Weight shall be settled at the settlement price of the Shanghai Gold Benchmark Price Trading Contract on the day of load-out.

**Article 44** Members and customers shall pay the Hong Kong Certified Vault Storage Fees, Load-In and Load-Out Fees, Bullion Moving Fees, Vault Audit Fees, and other related fees, at rates equal to those of International Board Certified Vaults in the Chinese Mainland.

**Article 45** Members and customers engaging in leasing, pledging, clearing and transfer of bullion at the Safe Deposit Vault for OTC trades, inventory swaps, and other bullion transfers shall pay the Exchange the relevant transfer service fees, at rates equal to those for other International Board deliverable and depositable bullion.

# Chapter VIII Ancillary Provisions

**Article 46** This *Guidelines* is written in Chinese. In case of any inconsistency between its different language versions or different editions, the latest Chinese version shall prevail.

**Article 47** The Exchange shall reserve the right to interpret this *Guidelines*.

**Article 48** This *Guidelines* shall take effect as of 25 Jun, 2025.

**Annexes**

1. SGE Details of Hong Kong Deliverable and Depositable Bullion

2. SGE Parameters for Physical Delivery of Hong Kong Contracts

3. SGE Application Procedures for Hong Kong Business Bullion Supplier

4. SGE Registration Form for Designated Deposit Person

**Annex 1**

**SGE Details of Hong Kong Deliverable and Depositable Bullion**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Classification | Standard Weight and Fineness | Quality Standards | Standard Withdrawal Weight | Availability of Transfer and Shipment Services | Certified Vault for Bullion Deposit and Withdrawal |
| iAu99.99HK | International Board deliverable bullion | Gold ingots with standard weight of 1 kg and minimum fineness of 999.9 | Ingots produced in compliance with the prevailing *SGE Standard for Gold Ingot* by SGE Standard Gold Ingot Refiners, or standard bars produced by LBMA Good Delivery refiners | In integer multiples of 1 kg, with a minimum of 1 kg | No | Hong Kong Certified Vault |
| iAu99.5HK | International Board deliverable bullion | Gold ingots with standard weight of 12.5 kg and minimum fineness of 995.0 | Ingots produced in compliance with the prevailing *SGE Standard for Gold Ingot* by SGE Standard Gold Ingot Refiners, or standard bars produced by LBMA Good Delivery refiners | In integer multiples of 12.5 kg, with a minimum of 12.5 kg | No | Hong Kong Certified Vault |
| iAu99.99HKb | International Board depositable bullion | Gold ingots with standard weight of 1 kg and minimum fineness of 999.9 | Ingots produced in compliance with the prevailing *SGE Standard for Gold Ingot* by SGE Standard Gold Ingot Refiners, or standard bars produced by LBMA Good Delivery refiners | In integer multiples of 1 kg, with a minimum of 1 kg | No | Hong Kong Certified Vault |
| iAu99.5HKb | International Board depositable bullion | Gold ingots with standard weight of 12.5 kg and minimum fineness of 995.0 | Ingots produced in compliance with the prevailing SGE *Standard for Gold Ingot* by SGE Standard Gold Ingot Refiners, or standard bars produced by LBMA Good Delivery refiners | In integer multiples of 12.5 kg, with a minimum of 12.5 kg | No | Hong Kong Certified Vault |

**Annex 2**

**SGE Parameters for Physical Delivery of Hong Kong Contracts**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract** | **Trading Style** | **Delivery Quantity** | **Deliverable Bullion** |
| iPAu99.99HK | Price asking | In integer multiples of 1 lot, with a minimum of 1 lot | iAu99.99HK |
| iPAu99.5HK | Price asking | In integer multiples of 1 lot, with a minimum of 1 lot | iAu99.5HK |

**Annex 3**

**SGE Application Procedures for Hong Kong Business Bullion Supplier**

**Article 1** An organization applying to become a bullion (gold ingots) supplier for the Exchange’s Hong Kong business shall be:

(1) A refiner accredited by the Exchange as capable of providing standard gold ingots (an **SGE Standard Gold Ingot Refiner**);

(2) An International Member of the Exchange that is a qualified gold refiner accredited by a relevant, SGE-recognized international market (an **International Qualified Refiner**);

(3) An International Member of the Exchange that is a financial institution (including a branch of a financial institution) or financial infrastructure; or

(4) Any other organization recognized by the Exchange.

**Article 2** The applicant shall submit the following materials to the Exchange:

(1) For an organization described in Article 1 (1):

1. *SGE Application Form for Hong Kong Business Bullion Supplier*;

2. Basic information statement (including organization profile, organizational structure, shareholding structure, controlling shareholders and actual controllers, and business results in the past three years);

3. Quality commitment;

4. Proof of compliance in gold production, processing, and supply chain activities;

5. Commitment of compliant operations;

6. *SGE Registration Form for Designated Deposit Person*; and

7. Other materials deemed necessary by the Exchange.

(2) For an organization described in Article 1 (2):

1. *SGE Application Form for Hong Kong Business Bullion Supplier*;

2. Basic information statement (including organization profile, organizational structure, shareholding structure, controlling shareholders and actual controllers, and business results in the past three years);

3. Proof of qualification as an International Qualified Refiner;

4. Quality commitment;

5. Proof of compliance in gold production, processing, and supply chain activities;

6. Commitment of compliant operations;

7. Proof of the quantity of gold refined in each of the past three years;

8. Photocopy of the trademark registration for its product;

9. Illustration of the brand marks of its gold ingots;

10. Other supporting documents relating to gold business;

11. *SGE Registration Form for Designated Deposit Person*; and

12. Other materials deemed necessary by the Exchange.

(3) For an organization described in Article 1 (3):

1. *SGE Application Form for Hong Kong Business Bullion Supplier*;

2. Basic information statement (including organization profile, organizational structure, shareholding structure, controlling shareholders and actual controllers, and business results in the past three years);

3. Proof of status as a financial institution, branch of a financial institution, or financial infrastructure;

4. Quality commitment;

5. Commitment of supply chain compliance;

6. Commitment of compliant operations;

7. Information on its precious metal business over the past three years, including precious metal-related financial transactions and physical business;

8. *SGE Registration Form for Designated Deposit Person*; and

9. Other materials deemed necessary by the Exchange.

**Article 3** The Exchange will make a decision regarding an application within 10 trading days after receiving compliant application materials.

**Article 4** After an applicant becomes a Hong Kong Business Bullion Supplier, if it violates any laws or regulations, materially breaches any rules of the Exchange, fails to uphold its quality commitment, supply chain compliance commitment, or compliant operations commitment, or otherwise ceases to meet the application requirements for Hong Kong Business Bullion Suppliers, the Exchange reserves the right to suspend or revoke its status as a Hong Kong Business Bullion Supplier.

**SGE Application Form for Hong Kong Business Bullion Supplier**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Registered Address |  | | |
| Business Address |  | | |
| Legal Representative |  | | |
| Type | □ An SGE Standard Gold Ingot Refiner  □ An International Member that is a London Bullion Market Association (LBMA) accredited Good Delivery refiner  □ An International Member that is a financial institution or financial infrastructure  □ Any other organization recognized by Exchange | | |
| Contact Person |  | Position |  |
| Telephone |  | Fax |  |
| Mobile Phone |  | E-mail |  |
| Representation | We voluntarily apply for the status of a bullion supplier for the Exchange’s Hong Kong business and undertake to comply with the Exchange’s relevant management regulations. Our submitted application materials are complete, accurate, true, and valid. | | |
| Seal of the applicant / Signature of authorized representative:  Date: | | | |
| To be completed by the Exchange: | | | |
| ☐ Approved  ☐ Rejected  Handled by:  Reviewed by:  Seal of Delivery & Transportation Department:  Date: | | | |

Annex 4

**SGE Registration Form for Designated Deposit Person**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Bullion Supplier |  | | | | | |
| Business Address |  | | | | | |
| Postal Code |  | Telephone |  | | Fax |  |
| Name of the Designated Deposit Person |  | | Mobile Phone | |  | |
| ID Document Type | ☐ ID Card ☐ Passport | | | | | |
| ID Document Number |  | | | | | |
| Signature of the Designated Deposit Person: | | | | Color Photo  3.4 × 5.2 cm | | |
| We hereby represent that the named Designated Deposit Person will be handling load-in procedures on our behalf for members and customers of the Exchange. We will be responsible for the quality of the bullion deposited into any Certified Vault of the Exchange and liable for all consequences arising from any quality issues.  Seal of the supplier / Signature of authorized representative:  Date: | | | | | | |
| Photocopies of ID Document  (If the Designated Deposit Person is a Chinese Mainland resident working overseas, photocopies of both sides of the ID card shall be provided) | | | | | | |

Note: Please ensure this Form fits on one page.