

CONDITIONS

1. The company will not accept responsibility for parcels once they have been removed from the Receiving Hatch.
2. Goods are dealt with at "Owners Risk," and no responsibility from whatever cause arising is accepted in respect thereof.
3. All work must be contained in a secure box or container.
4. All the parts, which form an item, must be included in the work.
5. Persons collecting work or parcels must be in possession of identification and authorisation from the employers.
6. Maker's or Sponsor's Marks. Hallmarking Act 1981 Par. 9(1), (2), (3), (4), (5), (6). All makers or sponsors are requested to re-register the above marks at this Office. Registration is for a period of ten years. A registration fee is charged. Registration must be completed before work can be hallmarked. Registration application forms are available on request.
7. **All similar carat Gold** must be wrapped together and separated from Carat Gold of a different fineness. **Similarly, Silver items** should be wrapped together and separated from other silver standards of fineness and from gold items in the same work parcel. **All Platinum articles** must be on a separate assay docket and in a separate secure box. Platinum items of different finenesses must be separated.
8. All work must be brought forward enough to enable the character of the item to be clearly defined before submitting.
9. All work must be clean and free from surface impurities and thoroughly pickled (i.e. free from investment powder or fire stain, spinning oil, etc.) before being submitted.
10. Two copies of the Declaration Work Docket properly filled in as to description, weight, quantity must accompany all work parcels.
11. Hollow items (i.e. charms, brooches, bracelets, knife handles, etc), must be submitted before assembly.
12. Marcasite items must be submitted before setting.
13. Enamelled items must be submitted before enamelling.
14. Silver items, which will be gilt, gold plated, rhodium plated or treated with any surface coating must be submitted before plating or coating.
15. Irish Manufactured Wares assayed and found not of standard quality are marked down to the next lower standard or returned broken or defaced and are charged as wares assayed and hallmarked.
16. Foreign manufactured wares assayed and found not of the standard quality are marked down to the next lower standard or re-exported back to the country of origin. An examination fee together with a returned registered postage/courier fee will be charged to the importer.
17. Where sub-standard items are found in an imported parcel the complete parcel is rejected.
18. All work parcels being sent by post must be despatched by registered post and insured.
19. Customers not operating deposit accounts must pay all assay charges before work may be released.
20. **DEPOSIT ACCOUNT SCHEME**

The deposit account scheme is designed to facilitate customers who submit daily or frequently, parcels of work for assay and hallmarking. It eliminates the necessity of sending daily sums of money in order to pay hallmarking fees when collecting work.

Deposit accounts are operated to the following conditions:

- a. In order to open a deposit account the maker or in the case of a company a director or company secretary, applies in writing to the Assay Master requesting to be included in the scheme and agreeing to abide by the conditions as set out.
- b. Accounts are on a monthly basis. The sum to be deposited is calculated having regard to the average amount expended per month in hallmarking fees by the applicant over the previous six-month period. The minimum deposit is €300.
- c. The customer is notified of the amount to deposit to his account in this office.
- d. The charges on daily work parcels are deducted from this sum.
- e. In the case of imported parcels, in addition to the hallmarking fees, such other charges as postage, customs clearance etc. are deducted.
- f. When the balance to credit has been reduced to €50 the customer is required to make a further deposit.
- g. At the end of each calendar month the depositor receives a statement setting out their transactions - credits, debits and the balance.
- h. Should a depositor decide to withdraw from the scheme he may do so at anytime on giving seven days notice in writing. They will receive a final statement together with a refund of such balance to his credit. All refunds are paid in Euro's.
- i. A depositor is automatically disqualified from availing of the scheme if upon being requested to re-deposit he fails to do so.

The Assay Master reserves the right to accept or reject an applicant for inclusion in the scheme.

21. All foreign gold and silver wares capable of receiving a mark must bear an Irish Hallmark or an appropriate Convention Hallmark. If they do not already have an approved hallmark of another EU Member State.
22. All imported parcels of gold and silver wares should clearly show the sender's name, contents, value, and be addressed as follows: ASSAY MASTER, ASSAY OFFICE, DUBLIN CASTLE DUBLIN 2 (for the A/c of Messrs.)
23.
 - a. In the case of consignments coming by parcel post, air freight, road freight or from within the European Community the only document required is the original invoice.
 - b. In the case of consignments coming by parcel post or by any other means, from outside the European Community, a status document if applicable AND the original invoice is required.
24. Original invoices and status documents, where applicable, must be sent direct to this office under separate cover. They serve no purpose included in the parcel, except as a packing slip. A customs entry cannot be made unless these documents are made available in advance, separate from the parcel.
25. In the case of imported parcels from outside the community failure to comply with paragraphs 24, 25, 26 above, may result in the goods being returned to the sender, by the customs authorities.
26. Customs entry would be greatly facilitated and speeded if all gold items are segregated on invoices from silver and platinum items.
27. All remittances for VAT or DUTY on consignments being cleared through the customs clearance division of the Assay Office, MUST be in the form of: GUARANTEED CHEQUE / BANK DRAFT / MONEY ORDER OR POSTAL ORDER

All the above cheques, drafts etc., must be made payable to 'ASVAT A/C'.
28. Net weight of all carat gold, silver and platinum wares must be clearly shown on the invoices.
29. Imported parcels of gold, silver and platinum wares must not have included in the parcel items or wares of base metal.

30. DOG TAGS

- a. The following are the conditions under which the items currently known throughout the trade as "Dog Tags" are accepted for hallmarking with an oversized mark.
- b. The large mark only applies to "Dog Tags" and not to any other item of jewellery.
- c.
 - (i) The maker's mark used should be not less than 5mm in height.
 - (ii) Jewellery sized maker's marks will not be acceptable.
 - (iii) Those in excess of 5mm would be out of proportion with the other marks used.
- d. Should it be required, the Assay Office is prepared to assist makers by striking the maker's mark, whilst placing on the hallmark. This is conditional on a punch with suitable shank as to width and depth to fit the Assay Office tool holders being provided. For further details, apply to the Assay Master.
- e. All gold, silver or platinum "Dog Tags" being presented for marking *must be in a FULLY ANNEALED condition to the same degree of softness*. Items which do not conform to this requirement will be returned to the supplier unmarked and be subject to a charge corresponding to the "least parcel of gold, silver and/or platinum Dog Tags" as the case may be.
- f. All "Dog Tags" must be flat. Concave, convex or tags with tapering thickness will be ineligible for receiving the mark.
- g. Minimum length of "Dog Tag" - 35mm.
- h. Minimum width of "Dog Tag" - 13mm.
- i. When submitting the parcels of "Dog Tags" they should be accompanied by a separate work docket and not included on a work docket with other items or wares.

The daily service that applies to other work does not necessarily apply to parcels of "Dog Tags".

31. INTERNATIONAL CONVENTION HALLMARKING

1. On November 8th, 1983 Ireland acceded to the convention on the control and marking of articles of precious metals.
2. This Assay Office may now place the common control mark on items of platinum, gold and silver, which are up to national standards.
3. The standards for the C.C.M (Common Control Mark) are platinum 950/1,000; gold 375/1000, 585/1,000, 750/1,000; and silver 800/1000, 925/1,000.
4. The C.C.M mark may be struck in lieu of National Hallmarks or in conjunction with national hallmarks.
5. Items with the C.C.M mark may be sent direct to the following countries without further hallmarking:- AUSTRIA, CZECH REPUBLIC, DENMARK, FINLAND, LATVIA, LITHUANIA, THE NETHERLANDS, NORWAY, PORTUGAL, SWEDEN, SWITZERLAND AND UNITED KINGDOM.
6. Invoices and status forms, where required, must still be sent direct to this office as per paragraph **23** or the conditions.
7. Items submitted for C.C.M mark must be on separate work dockets and in a separate box or container from other work.
8. Charges for placing the C.C.M mark are similar to assay charges currently in force for platinum, gold and silver.
9. The C.C.M hallmark consists of:-
 - a. Makers mark
 - b. Assay Office mark - HIBERNIA
 - c. Arabic numerals or fineness i.e. 750-375 etc.
 - d. The C.C.M mark itself, which is a scales with the appropriate fineness numeral across its face.