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**1. Objective**

To determine the procedure for the acquisition of ferrous and non-ferrous metal cuttings and/or scrap (hereinafter referred to as – the scrap metal) by Latvenergo AS, how it is registered and sold, the sequence of actions, the documentation used and the organisation of the document flow between Latvenergo AS departments and Sadales tīkls AS.

**2. Requirements**

This procedure has been developed in accordance with:

1. Cabinet Regulation No. 960 adopted 13.12.2011 “Regulations Regarding the Procedures for Purchasing and Selling Ferrous and Non-ferrous Metal Cuttings and Scrap and for Issuing Licences for the Purchase of Metal Cuttings and Scrap in Latvia, and also the Rate of the State Fee for a Licence for the Purchase of Ferrous and Non-ferrous Metal Cuttings and Scrap and the Payment Procedures of the State Fee”;

2. Cabinet Regulation No. 585 adopted 21.10.2013 “Regulation Regarding the Conduct and Organisation of Accounting”;

3. Law “On Accounting”;

4. Waste Management Law and regulations of the Cabinet Regulations;

5. Rules/Basic Business “Auction rules for the sale of vehicles no longer in service at Latvenergo AS” of Latvenergo AS;

6. Latvenergo AS agreement on the sale of scrap metal to Sadales tīkls AS

7. the General Agreement concluded by Latvenergo AS on the sale of scrap metal to the merchant;

8. Latvenergo AS Regulation “Invoicing Procedure of Latvenergo AS”.

**3. Types of scrap metal acquisition**

3.1. Scrap metal which is not usable for further economic activity of the Company and is not classified as hazardous waste, in accordance with the procedure established by the regulatory enactments.

3.2. Types of scrap metal acquisition:

3.2.1. liquidation of fixed assets;

3.2.2. unserviceable vehicles;

3.2.3. end-of-life parts of machinery;

3.2.4. environmental clean-up;

3.2.5. inventory write-off;

3.2.6. liquidation of morally and physically obsolete spare parts;

3.2.7. packaging management;

3.2.8. production residues;

3.2.9. repair or dismantling of buildings, civil engineering structures or other infrastructure;

3.2.10. scrap metal collected from other activities not mentioned above.

**4. Taking over of the scrap metal at the warehouses of the Logistics Unit of the Procurement & Logistics (ILF LD) of Latvenergo AS.**

Before handing over the scrap metal to the warehouse of the Logistics Unit of the Procurement & Logistics (hereinafter referred to as – the ILF LD), the person handing over the scrap metal, together with the person in charge of the ILF LD appointed in accordance with the General Agreement on Procurement and Transport of Scrap Metal with the Merchant, shall determine the manner of handing over the scrap metal to the warehouse and shall draw up the relevant deed:

4.1. Scrap metal shall be taken over into the **warehouse inventory** of the Logistics Unit of the Procurement & Logistics (hereinafter referred to as – the ILF LD) on the basis of a deed registered in the record-keeping system of Latvenergo AS **“Deed on handover -takeover** **of scrap metal to the ILF LD warehouse” (Annex 1) on the quantity of scrap metal actually handed over** (reference to the handover-takeover deed issued by the merchant on the quantity of scrap metal actually handed over, for which the person specified in the agreement is responsible), accompanied by a Delivery note(s) (Annex 4) for the estimated quantity of outgoing scrap metal and the handover-takeover deed issued by the merchant for the quantity of scrap metal actually handed over, signed by a representative of the licensed merchant with whom the General Agreement for the purchase of scrap metal has been concluded and by the responsible person specified in the General Agreement of Latvenergo AS. The deed “Deed on handover-takeover of scrap metal to the ILF LD warehouse” shall indicate:

- the source of the scrap metal;

- the category of the scrap metal;

- **the actual weight** of the scrap metal in **tonnes**.

The handover-takeover deed is drawn up in the record-keeping system, signed by the person materially responsible of Latvenergo AS or the project manager who hands over the scrap metal and the Warehouse Supervisor who takes over it, endorsed by the person involved in the scrap metal collection processes as one of the endorsers, including the Head of the Logistics Unit. The handover-takeover deed shall be approved by:

for the production direction: - the CHPP Technical Director of the CHPP Technical Management;

- the HPP Technical Director of the HPP Technical Management;

- the Real Estate Maintenance Director of the Real Estate Maintenance;

- the ITT Regional Maintenance Director of the ITT Regional Maintenance;

- for the other units, by the Head of the respective unit.

4.2. The scrap metal is taken over for responsible custody by means of a deed **“Deed on** handover-takeover **of scrap metal for responsible storage in the ILF LD warehouse” (Annex 2)**, in which the quantity of scrap metal is indicated according to the **estimated data**, and placed at the ILF LD warehouse in a specially designated scrap metal yard, where it is stored **until it is handed over to a licensed merchant** with whom the General Agreement on the purchase of scrap metal has been concluded.

The deed “Deed on handover-takeover of scrap metal for responsible storage in the ILF LD warehouse” shall indicate:

- the source of the scrap metal;

- the category of the scrap metal;

- the **weight** of the scrap metal **in tonnes as per the estimated data**.

The handover-takeover deed is drawn up in the record-keeping system, signed by the person materially responsible of Latvenergo AS or the project manager who hands over the scrap metal and the Warehouse Supervisor who takes over it, endorsed by the person involved in the scrap metal collection processes as one of the endorsers, including the Head of the Logistics Unit. The handover-takeover deed shall be approved by:

- for the production direction - the CHPP Technical Director of the CHPP Technical Management unit;

- the HPP Technical Director of the HPP Technical Management unit;

- the Real Estate Maintenance Director of the Real Estate Maintenance unit;

- the ITT Regional Maintenance Director of the ITT Regional Maintenance unit;

- for the other units, by the Head of the respective unit.

Scrap metal handed over to the ILF LD for responsible storage (Annex 2), after a certain amount has been accumulated, the ILF LD shall hand over the scrap metal to the licensed merchant with whom the General Agreement has been concluded and make an entry in the Oracle EBS system in accordance with a mutually signed handover-takeover deed.

4.3. During large-scale dismantling works carried out by contractors under contract, scrap metal may be:

4.3.1. placed in the ILF LD warehouse scrap metal yard on the basis of a deed written outside the record-keeping system **“Deed for placing scrap metal in the ILF LD warehouse scrap metal yard” (Annex 3)**.The deed shall be written for each individual cargo, indicating the origin of the scrap metal, the category of the scrap metal and the weight of the scrap as per the estimated data. These deeds shall be approved by the Head of the respective unit and signed by the responsible person of Latvenergo AS (including the Project Manager) who hands over the scrap metal and the Warehouse Supervisor who takes over the scrap metal. On the basis of these deeds, the total quantity of scrap metal handed over to the ILF LD warehouse is calculated (based on estimated data) and an handover-takeover deed **“Deed on handing over the scrap metal for responsible storage in the ILF LD** **warehouse” (Annex 2)** is written in the record-keeping management system, with the deed written outside the record-keeping management system attached, and the actions under Paragraph 4.2 are carried out.

4.3.2. The scrap metal is transported from the site with Delivery note directly to the licensed merchant with whom the General Agreement for the purchase and transport of scrap metal has been concluded, and it shall be coordinated with the responsible person of the ILF LD. On the basis of the mutually signed handover-takeover deeds, signed by the authorised persons specified in the General Agreement, a deed **“Deed on handing over of scrap metal to the ILF LD warehouse” (Annex 1)** is drawn up and the actions referred to in Paragraph 4.1 are carried out.

4.4. The scrap metal is handed over to the ILF LD warehouse, sorted by the categories of the scrap metal:

4.4.1. oil-free aluminium cables and insulated aluminium wires (handed over uninsulated);

4.4.2. aluminium cables with oil (handed over uninsulated);

4.4.3. oil-free copper cables and insulated copper wires (handed over uninsulated);

4.4.4. copper cables with oil (handed over uninsulated);

4.4.5. copper scrap;

4.4.6. aluminium scrap;

4.4.7. brass scrap;

4.4.8. bronze scrap;

4.4.9. stainless steel scrap;

4.4.10. brass shavings;

4.4.11. bronze shavings;

4.4.12. ferrous metal scrap standard-sized (0.40x0.80x>0.04)m;

4.4.13. ferrous metal scrap non-standard >(0.40x0.80x>0.04)m, but not exceeding 2m in width and 5 metres in length with a total weight up to 1 ton.

4.4.14. tin scrap;

4.4.15. cast iron scrap;

4.4.16. iron shavings;

4.4.17. steel cables (various sizes);

4.4.18. transformers shall be handed over disassembled with oil or oil-free, unless otherwise specified. If transformers are dismantled, damaged or looted, the scrap metal is handed over to the ILF LD warehouse sorted by the categories of the scrap metal.

4.5. Scrap metal which has not been sorted by the categories or it cannot be done (different types of alloys) photographs shall be added to the handover-takeover deed. Scrap metal of this type shall be taken over at the lowest price of the category of the scrap metal.

4.6. Scrap metal is taken over at the ILF LD warehouse **without contamination** – wood, concrete, cardboard, plastic, fabric, various types of insulation materials (except cables which are handed over with the insulation), PVC materials, etc.

**5. Scrap metal sale to the merchant**

5.1. All types of scrap metal, except those referred to in Paragraph 24 of Cabinet Regulation No. 960 adopted 13 December 2011, are sold to a licensed merchant with whom the General Agreement on the purchase and transport of ferrous and non-ferrous scrap metal has been concluded.

5.2. Scrap metal which complies with the provisions of the Cabinet Regulation No. 960 adopted 13 December 2011 “Regulations Regarding the Procedures for Purchasing and Selling Ferrous and Non-ferrous Metal Cuttings and Scrap and for Issuing Licences for the Purchase of Metal Cuttings and Scrap in Latvia, and also the Rate of the State Fee for a Licence for the Purchase of Ferrous and Non-ferrous Metal Cuttings and Scrap and the Payment Procedures of the State Fee”, where the state regulated requirements for certain types of scrap metal are defined and referred to in Paragraph 24 of this Regulation, Latvenergo AS sells to Sadales tīkls AS, which holds a licence for scrap metal operations and a licence for electricity distribution.

5.3. Sadales tīkls AS, which holds a licence for purchase of scrap metal and a licence for electricity distribution, may purchase from Latvenergo AS the following scrap metal collected from their economic activities:

- cuttings and scrap of copper (or its alloys) or aluminium (or its alloys) wires (diameter – 1.5 mm or more, with or without insulation);

- cuttings and scrap of stranded copper (or its alloys) or aluminium (or its alloys) wires (diameter of an individual wire – 1 mm or more, with or without insulation);

- cuttings and scrap of such cords and cables, which contain the cuttings and scrap of copper (or its alloys) or aluminium (or its alloys) wires (diameter – 1.5 mm or more, with or without insulation) or cuttings and scrap of stranded copper (or its alloys) or aluminium (or its alloys) wires (diameter of an individual wire – 1 mm or more, with or without insulation);

- cuttings and scrap of ropes, which contain copper (or its alloys) or aluminium (or its alloys) wires (diameter – 1.5 mm or more);

- cuttings and scrap of copper (or its alloys) or aluminium (or its alloys) cords and cables of any profile, if their nominal cross-sectional area is 85 m2 or more.

5.4. The responsible employee of the warehouse of Sadales tīkls AS shall be informed at least 3 working days in advance about the expected delivery of scrap metal and the volume (unless otherwise stipulated in the agreement). The scrap metal shall be delivered to the warehouses of Sadales tīkls AS by the 28th of the relevant month.

5.5. The sale of scrap metal shall be organised by the responsible person of the ILF LD assigned in accordance with the General Agreement on the purchase and transport of scrap metal. The responsible person shall at the same time supervise the scrap metal weighing and signing of mutual handover-takeover deed.

5.6. The scrap metal is transported to the weighing place indicated by the licensed merchant by means of a **Delivery note (Annex 4)** issued by the ILF LD Warehouse Supervisor outside the record-keeping system and containing information on the category and quantity of the scrap metal (as per estimated data). The Delivery note shall be signed by the Warehouse Supervisor and the authorised carrier of the licensed merchant, indicating the make and national number of the vehicle, name, surname and date.

5.7. The scrap metal may also be transported directly by the licensed merchant with whom the General Agreement has been concluded from the place of dismantling or location to the place of weighing, provided that the unit agrees in advance with the person authorised by Latvenergo AS of the ILF LD, who informs the Warehouse Supervisor of the relevant ILF LD about the particular activities, who issues a Delivery note for each load. After the scrap metal has been weighed and a mutual deed has been signed, the authorised person informs the relevant unit by e-mailing the handover-takeover deed, which is the basis for drawing up a deed in the Record-keeping management system on the scrap metal handed over to the ILF LD warehouse with the exact weight and category (Annex 1).

5.8. For the sale of scrap metal to Sadales tīkls AS or to a licensed merchant with whom an agreement has been concluded, the ILF LD Warehouse Supervisor shall issue a delivery note from the Oracle EBS system. After both parties have signed the delivery note, it is submitted to the accounting, which controls the settlement.

**6. Sale of a used vehicle which is no longer serviceable for scrap metal.**

If the vehicle is not sold in the auction of vehicles no longer serviceable in the economic activity organised by Latvenergo AS, the auction commission shall recommend a further method of sale – scrapping. On the basis of the decision of Latvenergo AS taken in accordance with the “Regulations on the Rights of Employees of Latvenergo AS to Deal with the Company’s Resources”, the vehicle no longer serviceable shall be scrapped to a licensed merchant (with a certificate of liquidation).

**Annex 1**

**APPROVED:**

**LATVENERGO AS**

**DEED**

\_\_\_\_\_\_\_\_\_\_\_date

Deed on handing over scrap metal to the ILF LD warehouse

The deed is drawn up in accordance with Latvenergo AS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(indicate the source of the scrap metal, the name of the site)*

Material assets (scrap metal) resulting from the economic activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(indicate the category and the weight of scrap metal for each item-black scrap metal, non-ferrous scrap metal, cables with/without oil insulation: copper or aluminium, electric motors, unusable transformers with/without oil, etc.)*

\*amount \_\_\_\_\_ tonnes, are **handed over** to the warehouse of the Logistics Unit of the Procurement & Logistics \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(mention warehouse location PHES MAT PLAVINAS, ĶHES LILD DHES, RHES LDHES/MAT RIGA, TEC LILD TES)*

for further sale.

\*weights are indicated according to the mutually signed and weighing deed submitted by merchant, scrap metal quantities are indicated separately for each category.

Handed over by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Taken over by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex 2**

**APPROVED:**

**LATVENERGO AS**

**DEED**

\_\_\_\_\_\_\_\_\_\_\_date

Deed on handing over scrap metal for responsible storage in the ILF LD warehouse

The deed is drawn up in accordance with Latvenergo AS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(indicate the source of the scrap metal, the name of the site)*

Material assets (scrap metal) resulting from the economic activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(indicate the category and the weight of scrap metal for each item-black scrap metal, non-ferrous scrap metal, cables with/without oil insulation: copper or aluminium, electric motors, unusable transformers with/without oil, etc.)*

with the calculated (weighted) amount \_\_\_\_\_ tonnes, are handed over to the warehouse of the Logistics Unit of the Procurement & Logistics \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(mention warehouse location PHPP MAT PLAVINAS, ĶHPP LILD DHPP, RHPP LDHES/MAT RIGA, CHPP LILD TES)*

**for responsible storage** until they are sold to the merchant.

Note: The weight of the scrap metal indicated in the deed is determined by calculation or weighed on scales other than the scales certified by the merchant specified by Latvenergo AS within the scope of the General Agreement. The actual weight and category of the scrap metal will be recorded at the time of handing over to the licensed merchant, in accordance with a mutually signed handover-takeover deed,

Handed over by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Taken over by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex 3**

**Agreed:**

**DEED**

\_\_\_\_\_\_\_\_\_\_\_date

Deed on the placement of scrap metal in the scrap metal yard of the ILF LD warehouse.

The deed is drawn up in accordance with Latvenergo AS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(indicate the origin of the scrap metal, the name of the site)*

Material assets (scrap metal) resulting from the dismantling works \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(indicate the category and the weight of scrap metal for each item-black scrap metal, non-ferrous scrap metal, cables with/without oil insulation: copper or aluminium, electric motors, unusable transformers with/without oil, etc.)*

with calculated (weighted) amount \_\_\_\_\_ tonnes as per estimated data, are **placed** in the warehouse of the Logistics Unit of the Procurement & Logistics \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(mention warehouse location PHES MAT PLAVINAS, ĶHES LILD DHES, RHES LDHES/MAT RIGA, TEC LILD TES)*

until the receipt of the deed “Deed on handing over the scrap metal for responsible storage in the ILF LD warehouse"

(Annex 2) or the deed “Deed on handing over the scrap metal to the ILF LD warehouse” (Annex 1).

Handed over by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Taken over by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex 4**

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| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | |  | Delivery note | | | | | No. |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  | (date) |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | **Consignor:** |  | | | | | VAT Reg. No.: |  |  | |  |  |  |  |  |  |  |  |  | | Registered address: |  | | | | | | |  | | Settlement details: |  | | | | | Account |  |  | | **Consignee:** |  | | | | | VAT Reg. No.: |  |  | |  |  |  |  |  |  |  |  |  | | Registered address: |  | | | | | | |  | | Settlement details |  | | | | | Account |  |  | |  |  | | | | | | |  | | Agreement: |  | | | | | | |  | | Issuing address: |  | | | | | | |  | | Delivery address: |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | Notes: |  |  |  |  |  |  |  |  | | Product name | | | | Unit | Amount |  |  |  | |  | | | |  |  |  |  |  | |  | | | |  |  |  |  |  | | Total issued | | | |  |  |  |  |  | |  | | | |  |  |  |  |  | |  |  | | | | | | |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | Issued by: |  |  |  |  |  | Received by: |  |  | | Name and Surname |  |  |  |  |  | Name and Surname | |  | | Date |  |  |  |  |  | Date |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  |  | Signature | \_\_\_\_\_\_\_\_\_\_\_\_ |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |   Annex 444 |