**Updated: July 2025**

**LBMA RESPONSIBLE SOURCING PROGRAMME**

Assurance Provider Application Form

As part of the Responsible Sourcing Programme, LBMA requires all Good Delivery Refiners (gold and silver) to undertake annual independent ssurance engagements using an Approved Service Provider. LBMA also provides regular training webinars to Assurance Providers and refiners.

A list of Approved Service Providers is published on the LBMA website ([www.lbma.org.uk](http://www.lbma.org.uk)). LBMA ensures the list is maintained up to date, with a review taking place annually. Approved Service Providers included on the list may participate in the Responsbile Sourcing Programme and market themselves as Approved Service Providers.

If you are interested in becoming listed as an Approved Service Provider for the LBMA Responsible Sourcing Programme, please complete the Assurance Provider Application Form below.

Once complete, sign and return to the Responsible Sourcing team at Responsible.Sourcing@lbma.org.uk.

**Section A: General**

|  |  |  |  |
| --- | --- | --- | --- |
| **LBMA Requirement** | **Assurance Provider Response** | | |
| **Name of Assurance Provider** | | | |
| **Legal Status (e.g. Company) Please provide documentation to substantiate legal status.** |  | | |
| **Registered business address and contact details of Head Office** |  | Address |  |
| City |  |
| State/Province |  |
| Country |  |
| Telephone Number |  |
| Fax Number |  |
| E-mail Address |  |
| **Mailing Address (if different to above)** |  |  |  |
| **Primary Contact Person** |  | Name |  |
| Position |  |
| Telephone Number |  |
| Fax Number |  |
| E-mail Address |  |
| **General description of the Assurance Provider** |  |  |  |

Please summarise in the table below how the Assurance Provider intends to conform with each LBMA requirement. Supporting documentation for each requirement must be attached to the application.

**Section B: Applicant Demonstration of Qualification**

| LBMA Requirement | Assurance Provider Response | LBMA Executive Comments |
| --- | --- | --- |
| **Independence**  The service provider must have complete financial and other independence from the Refiner.  In particular, the Assurance Provider shall not provide services for the Refiner related to the design, establishment or implementation of the Refiner’s gold supply chain practice for a period of at least 24 months prior to the engagement.  Service providers must ensure that any individual or group of Assurance Providers carrying out a third-party assurance engagement of a Refiner is independent from the auditee. |  |  |
| **Quality Management**  The service provider must have a robust system of quality control, including minimum requirements for independence, conflicts of interest, ethics and assurance engagement quality control reviews to be followed. |  |  |
| **Complaints Mechanism**  The service provider must have the capacity to process appeals and/or handle complaints. |  |  |
| **Integrity / ethics**  The service provider must have a robust system in place to ensure integrity of all Assurance Providers / assurance engagements. |  |  |
| **Assurance Provider Training**  The service provider must ensure that all auditors receive adequate and ongoing training to maintain levels of competency. |  |  |
| **Assurance Provider Competency**  The individual or group of Assurance Providers must collectively possess the skills, knowledge and experience required to competently perform the assurance engagement. This includes both the skills necessary for assuring and the subject matter expertise in accordance with Table 6 “Assurance Provider Skills and Competencies” of the *LBMA Third-Party Assurance Guidance*. (Appendix A) |  |  |

**Section C: Other Information**

In addition to the information provided in Section A and B, please forward copies of the following:

1. All publicly available documents that promote or describe the organisation, including, where applicable, website addresses.
2. All relevant and current accreditations, certifications or memberships held by the Assurance Provider.
3. Internal systems and competencies the Assurance Provider requires internally for its LBMA-approved colleagues.

**Section D: Conditions of Membership**

Admittance to and continuing membership of the LBMA’s List of Approved Service Providers (**List**) is subject to the following conditions:

1. **Application**
   1. Any Assurance Provider (firm or individual) that wishes to become a member of the List shall be referred to as an Applicant.
   2. Applicants shall submit a completed application supported by sufficient evidence, using the form above to demonstrate fulfilment of all of the LBMA’s requirements as detailed in the *Third-Party Assurance Guidance* (**Guidance**).
   3. The Responsible Sourcing Compliance Panel (**RS ComPan**) shall review the application and other information supplied. Applicants may be asked to provide additional evidence or clarification as required by the RS ComPan to support its decision.
   4. Each Applicant shall pay a non-refundable application fee of £500.
   5. Applicants shall be informed of the outcome of their application within eight weeks of submitting all of the relevant information or evidence required.
2. **Approved Service Provider obligations**
   1. Once an Applicant is accepted to the List it shall be known as an Approved Service Provider (**ASP**).
   2. ASPs are required to:
      1. actively participate in LBMA’s Responsible Sourcing Programme;
      2. provide evidence of ongoing staff training;
      3. advise LBMA of any changes in personnel as soon as reasonably practicable; and
      4. report without delay any evidence of fraud, malpractice or wrongdoing discovered during an assurance engagement.
   3. ASPs shall pay an annual maintenance fee of £2600 to LBMA which covers the expense of administering the List and providing ongoing monitoring and training.
3. **Monitoring and training**
   1. LBMA shall monitor the performance of ASPs to ensure that assurance engagements are being carried out in accordance with the Responsible Sourcing Programme and the Guidance.
   2. LBMA may require ASPs to submit such information as is necessary to evidence compliance with the Guidance or demonstrate sufficient engagement with the Responsible Sourcing Programme. Engagement may be measured by, amongst other things, the frequency of Good Delivery assurance engagements carried out by the ASP or levels of attendance or completion of LBMA training sessions.
   3. LBMA shall regularly review the information submitted by ASPs and any other information available to it in order to monitor auditing standards.
4. **Suspension and removal** 
   1. If an ASP does not meet the requisite auditing standards to the reasonable satisfaction of the LBMA or it is no longer an active participant in the Responsible Sourcing Programme, LBMA in its absolute discretion reserves the right to suspend such ASP from the List pending further investigation or may remove it from the List altogether.
   2. Outright failure of an ASP to comply with these conditions or follow the Guidance may result in the permanent removal of the ASP from the List.
   3. In the event that an Approved Service Provider is suspended from or removed from the List, it shall not be entitled to the refund of any fees already paid to the LBMA.
   4. Where an Approved Service Provider is removed from the List, it shall be prohibited from applying to become an ASP again for a minimum of one year from the date of removal.
   5. If an Assurance Provider is discovered to have acted fraudulently in making its application to the List or negligently in carrying out its assurance function as part of the Responsible Sourcing Programme, LBMA may report such malpractice, wrongdoing or negligence to the relevant regulatory body or authority.

1. **Changes to the List**

LBMA shall regularly update the List and will re-publish it on the LBMA website to reflect any changes to the membership as necessary.

**Section E: Declaration**

The Assurance Provider named in this application applying to be listed as an LBMA Approved Service Provider declares that:

* the information on this form and accompanying attachment(s) is correct;
* it has the necessary resources to undertake the LBMA Responsible Gold Assurance Provision;
* it has a functional internal assurance engagement and management review process;
* it will, from the date of signing this application:

1. comply with the criteria and process defined in the *LBMA Third-Party Assurance Guidance;*
2. not act in such a manner as to bring the LBMA Responsible Sourcing Programme into disrepute;
3. not overstate its position regarding being an LBMA Approved Service Provider; and
4. take immediate steps to rectify any problems that the LBMA identifies as being contrary to those items (i) to (iii) listed above;

* it will inform the LBMA of any changes to its organisation that may affect its capacity and competence to carry out a Responsible Sourcing Assurance Provision;
* it agrees to the conditions of membership outlined at Section D above.

Authorised Person:

Position:

Signature: Date: