INDUSTRY SERVICES

How to Guide for IIDGR Set Diamond Jewellery Screening Services Maidenhead (For UK and International trade)

GOODS REQUIREMENTS

Each set diamond submitted for the Set Diamond Service must adhere to the following requirements.

- Colour colourless to near colourless (D-L)
- Size 0.0013ct, there is no upper limit
- Clean pieces containing dirty or greasy stones will be rejected and a US\$5 fee will be charged per piece. To avoid this stones should be cleaned with Ethyl Alcohol prior to being sent to the lab.

HOW TO SUBMIT GOODS

You will receive the 'SDS Upload Document' please see below.

Lot Number:		1										
Total Pieces in Lo	t	0										
Total Weight for	.ot/Carats	0										
Insurance Value	for Lot/USD	0										
Item No.	Ur	nique Item Coc	Total Ct Weig	ht Total I	No. of Diamon	Value USE	\$ [Description	Sign In (Off	ice use or	Sign Out (Office	e use
1 2							\rightarrow					
3				_			-					
4							\neg					
5												
6												
7							\rightarrow					
9				_			\rightarrow					
10				+			-					
11				_			\rightarrow					
12							\neg					
13												
14												
15							\rightarrow					
16 17				_			\rightarrow					
18				_			\rightarrow					
19				_			\neg					
20							\neg					
21												
22												
23							\rightarrow					
24 25				-			\rightarrow					
26				+			\rightarrow					
27							\neg					
28							\neg					
29												
30							\rightarrow					
31				_			-					
32 33				_			\rightarrow					
34				_			\rightarrow					
35							\neg					
36												
37												
38							\rightarrow					
39 40				_			\rightarrow					
41				_			\rightarrow					
42				_			\neg					
43				1								
44												
45							\neg					
46				+			\rightarrow					
47 48				+			+					
49				+			\rightarrow					
50	+			+			+					
							_					

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Fill in the required details for the desired number of pieces you are sending to be screened - Unique Item Code, Total Carat Weight, Total Number of Diamonds and Value USD. See example below:

Lot Number:	1	1			
Total Pieces in Lot	5				
Total Weight for Lot/Carats	6				
Insurance Value for Lot/INR	25000				
·					
Item No.	Unique Item Code	Total Ct Weight	Total No. of Diamonds	Value USD\$	Description
1	12345A	1.2	2	5000	Ring
2	12345B	1.2	2	5000	Ring
			_	5000	Di
3	12345C	1.2	2	5000	Ring
3 4	12345C 12345D	1.2	2		Ring

Please note there is a maximum of 50 pieces per lot, 10 lots per shipment.

Once completed please email the SDS Upload Document to maidenheadtesting@debeersgroup.com

You will be given a shipment code, this must be included when shipping the goods to the lab.

PACKING GOODS FOR DELIVERY TO THE LAB

Please submit pieces to the lab as per the following packing requirements:

- Each piece to be in 1 x ziplock bag a label with your unique item code should be attached to the ziplock bag
- The ziplock bags should be placed in a large secure bag or sealed parcel per lot.
 maximum 50 pieces per lot, 10 lots per shipment.
 For example, 5 pieces to be placed in individual ziplock bags, then all 5 ziplock bags to be placed in one large secure bag or sealed parcel.



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SHIPPING TO THE LAB

All delivery shipments should be sent via Malca or Brinks. You should pay for a return shipment.

Please send your shipment to the following address:

IIDGR c/o De Beers Group Technology Belmont Road Maidenhead Berkshire, SL6 6JW UK

Telephone +44 (0) 207 891 5893

Do not contact the lab – send any queries to <u>maidenheadtesting@debeersgroup.com</u> and quote your shipment number.

HOW WILL MY SHIPMENT BE RETURNED TO ME

Each piece will be returned in a sealed tamper-proof IIDGR bag and will be subdivided (as per the results) into the following categories.

Pass	The diamonds contained in the piece of set diamond jewellery within this sealed parcel have been screened by the International Institute of Diamond Grading & Research ("IIDGR") and have been classified as being neither synthetic nor simulants. Should the seal of this parcel no longer be intact the validity of this classification is no longer assured. The stone count given above is indicative only and has not been verified by IIDGR. For the avoidance of doubt, the disclaimer contained within the report accompanying this shipment applies to the services performed by IIDGR on the diamonds contained in the piece of set diamond jewellery within this sealed parcel. The conditions for the provision of set diamond jewellery screening services govern the provision of these services by IIDGR.
Refer	The diamonds contained in the piece of set diamond jewellery within this sealed parcel have been screened by the International Institute of Diamond Grading & Research ("IIDGR") and have been found to have characteristics overlapping with those of some synthetic diamonds. Highly detailed testing is required to determine whether they are synthetic, which falls outside the scope the services for which IIDGR has been engaged in respect of the set diamond jewellery contained within this sealed parcel. Should the seal of this parcel no longer be intact the validity of this classification is no longer assured. For the avoidance of doubt, the disclaimer contained within the report accompanying this shipment applies to the services performed by IIDGR on the diamonds contained in the piece of set diamond jewellery within this sealed parcel. The conditions for the provision of set diamond jewellery screening services govern the provision of these services by IIDGR.
Jewellery Containing Synthetics	The diamonds contained in the piece of set diamond jewellery within this sealed parcel have been screened by the International Institute of Diamond Grading & Research ("IIDGR") and one or more stones have been classified as being synthetic diamond. Should the seal of this parcel no longer be intact the validity of this classification is no longer assured. For the avoidance of doubt, the disclaimer contained within the report accompanying this shipment applies to the services performed by IIDGR on the diamonds contained in the piece of set diamond jewellery within this sealed parcel. The conditions for the provision of set diamond jewellery screening services govern the provision of these services by IIDGR.

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Jewellery Containing Referrals and Synthetics	The diamonds contained in the piece of set diamond jewellery within this sealed parcel have been screened by the International Institute of Diamond Grading & Research ("IIDGR") and one or more stones have been found to have characteristics overlapping with those of some synthetic diamonds or have been classified as being synthetic diamond. Should the seal of this parcel no longer be intact the validity of this classification is no longer assured. For the avoidance of doubt, the disclaimer contained within the report accompanying this shipment applies to the services performed by IIDGR on the diamonds contained in the piece of set diamond jewellery within this sealed parcel. The conditions for the provision of set diamond jewellery screening services govern the provision of these services by IIDGR.
Unscreened Jewellery	These goods have been submitted to, but not screened by, the International Institute of Diamond Grading & Research ("IIDGR"). No screening has been performed on these goods.

If a stone is referred or confirmed to be synthetic IIDGR will clearly mark this stone with a coloured marker and the piece will be sent back to you in a sealed tamper-evident bag with the appropriate label attached.

Should the seal of any of the tamper-proof and/or zip-lock bags not be intact when your shipment is returned to you, the validity of the verification is no longer assured. Likewise, if you then open the tamper-evident bag the validity of the verification is similarly no longer assured.

INVOICING

You will be invoiced monthly in US\$. You will receive one invoice per shipment. Your invoice, together with a backup sheet detailing each Shipment, will be emailed to the Key Contact and Finance Contact email addresses you provided.