

Majedie Asset Management Limited is a signatory to The Prompt Payment Code, whereby we target paying the majority of invoices within 30 days and commit to paying 95% of invoices within 60 days. This guide sets out information about our payment procedures and our requirements to enable suppliers to prepare and deliver invoices efficiently and to help us achieve these aims. We encourage suppliers to adopt similar payment practices for their own supply chains.

Our payment statistics are published on a biannual basis at:

<https://check-payment-practices.service.gov.uk/company/04446767/reports>

Standard payment terms

Our standard payment terms are to pay valid and appropriately issued invoices within 30 calendar days of receipt except where specifically agreed in advance.

Required invoice content

Invoices should be addressed to Majedie Asset Management Limited, 10 Old Bailey, London, EC4M 7NG, clearly stating:

- the name, address and VAT number of the supplier;
- an invoice number or reference;
- a summary of the goods or services supplied, with further detail as necessary;
- the date/s of supply;
- the invoice date;
- the payment due date;
- details of how to make payment; and
- if applicable, that reverse charge VAT is to be applied.

We do not require you to request and state Purchase Orders, although these can be provided if needed. Our VAT number is GB82408116.

Delivery of invoices

To ensure prompt payment, invoices and statements should be emailed to the Majedie Finance Team at finance@majedie.com. Only where provision by email is not possible, invoices can be sent to Majedie Asset Management Limited, 10 Old Bailey, London, EC4M 7NG.

Frequency and promptness of payment

We aim to review and approve all invoices within 10 business days of receipt by the Majedie Finance Team. Once approved, invoices are paid in the next scheduled payment run. Payment runs are ordinarily undertaken towards the middle and end of each month. Our preferred method of payment is BACS, although payment can be facilitated through CHAPS, cheque and direct debit mandates if necessary.

New suppliers and change of bank details

To set up a new supplier in our payment system we require detail of the payment bank account, provided on supplier headed paper and signed by an authorised signatory. If not shown on the headed paper, we will also require the supplier's full trading name, registered address and VAT number. We may also request further confirmatory evidence if necessary. A similar confirmation process is required for the change of bank accounts.

Invoice payment queries and dispute resolution

All queries should be raised to finance@majedie.com. We endeavour to respond to queries within 48 hours.

Other payment information

- we do not utilise an e-invoicing system.
- we do not offer supply chain financing.
- we do not deduct sums as a charge for remaining on a supplier list.