

Account Opening Application & KYC FORM

Customers

(To Be Filled Out Separately For Each Legal Entity)

TYPE OF BUSINESS	<input type="checkbox"/> Government Entities	<input type="checkbox"/> Financial Institutions
	<input type="checkbox"/> Member of Borsa Istanbul Precious Metals Exchange	<input type="checkbox"/> Corporate - Gold Trading Experienced <input type="checkbox"/> a. Trading Company <input type="checkbox"/> b. Mining Company
	<input type="checkbox"/> Corporate - No Gold Trading Experience	<input type="checkbox"/> Service Providers
	<input type="checkbox"/> Other; please specify:	

1. COMPANY DETAILS	
a. Legal Name	
b. Country of incorporation	
c. Registered Business Address	
d. Business registration number <i>(if applicable)</i>	
e. Registered phone number	
f. Tax Identification/Registration number <i>(if applicable)</i>	
g. Number of Employees	
h. Years of Precious Metals Trading Experience	
i. If listed, indicate name of stock exchange(s) and ticker symbol	
j. Website address	

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2. BUSINESS ACTIVITY	
Description of core business activity	

3. MANAGEMENT STRUCTURE <i>(List names of Directors/Key Senior Management below)</i>			
Name	Job Title	Nationality(ies)	Date of birth

4. BENEFICIAL OWNERS: CORPORATE SHAREHOLDER(S) MORE THAN 25%			
Percentage Holding (%)	Legal Name	Country of incorporation	Date of incorporation

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BENEFICIAL OWNERS: INDIVIDUAL SHAREHOLDERS OF MORE THAN 10% <i>(Ultimate Beneficial Owners holding >25% are required to supply ID & Address verification documents)</i>			
Percentage Holding (%)	Name	Address	Date of birth

5. BEARER OR NOMINEE SHARES	YES	NO
Are there any bearer shares or nominee shareholders within the corporate structure?	<input type="checkbox"/>	<input type="checkbox"/>
<p>▶ If yes, please provide details below:</p> 		

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6. AUTHORIZED SIGNATORIES CONTACT DETAILS			
CONTACT 1			
Full Name			
Job Title			
Phone / Mobile Number			
Email Address			
CONTACT 2			
Full Name			
Job Title			
Phone / Mobile Number			
Email Address			
7. POLITICALLY EXPOSED PERSONS		YES	NO
a. Do any of the individuals listed in 3 and 4 above falls within the definition of a politically exposed person under the UK Money Laundering Regulations 2007? http://www.legislation.gov.uk/uksi/2007/2157/regulation/14/made		<input type="checkbox"/>	<input type="checkbox"/>
▶ If yes, please provide details below:			

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	YES	NO
b. Does your company sell or purchase precious metals from Politically Exposed Persons?	<input type="checkbox"/>	<input type="checkbox"/>
<p>▶ If yes, please provide details below:</p>		

BANKING DETAILS	
Account Owner Full Legal Name	
Account Number / IBAN	
Bank and Branch Information	
Bank Address	
Bank SWIFT Code	

8. PRECIOUS METALS DUE DILIGENCE QUESTIONNAIRE			
8.1. ANTI MONEY LAUNDERING (AML) & COMBATING FINANCIAL TERRORISM (CFT)			
Organisation	YES	NO	N/A
a. Does your Company have a person responsible (Compliance Officer) for all AML-CFT matters (Due Diligence, AML policies, internal training)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>▶ If yes, please provide us with his/her name, phone number and e-mail address below:</p>			

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b. Is your Company subject to an AML-CFT audit by an independent party or government agency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Date of your last AML-CFT compliance audit:			
c. Does your Company have an AML-CFT training for the employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy			
Has your Company established a conformity program that contains AML/CFT policies and procedures, according to internal & international laws, rules and standards?	<input type="checkbox"/> Yes - Please provide a copy <input type="checkbox"/> No		
▶ If no formal policy document, please describe your firm's approach to AML/CFT matters:			

8.2 ANTI-BRIBERY POLICY			
Does your Company have an anti-bribery policy in place?	<input type="checkbox"/> Yes - Please provide a copy <input type="checkbox"/> No		
▶ If no formal policy document, please describe your firm's approach to Anti-bribery matters:			

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8.3 RESPONSIBLE SOURCING PRECIOUS METAL POLICY	
<p>a. Did your Company establish a responsible supply chain of gold from conflict-affected and high-risk areas policy which is consistent with the relevant OECD Due Diligence Guidance?</p>	<p><input type="checkbox"/> Yes - Please provide a copy</p> <p><input type="checkbox"/> No</p>
<p>b. If no formal policy, please describe how your Company complies or plans to comply with the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas ("OECD Guidance")?</p>	
<p>c. Is your Company complying in any of the following industry initiatives?</p> <p><input type="checkbox"/> LBMA Responsible Gold Guidance</p> <p><input type="checkbox"/> RJC Chain of Custody Standard</p> <p><input type="checkbox"/> WGC Conflict Free Gold Standard</p> <p><input type="checkbox"/> Conflict Free Smelter (CFS) Program</p>	<p>Additional comments:</p>
<p><input type="checkbox"/> Others, please specify:</p>	

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8.4 COUNTERPARTIES MONITORING	YES	NO
Does your Company screen precious metals counterparties and transactions against lists of banned persons, entities or countries issued by government/competent authorities?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Company perform enhanced due diligence for high risk precious metals counterparties?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Company take steps to understand their corporate precious metals counterparties AML-CFT and purchase procedures and practices?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Company take steps to understand the origin of precious metals, normal and expected transactions of its counterparties (in order to identify the unusual transactions)?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Company have a procedure in place to prevent, detect and report suspicious transactions from its counterparties to a relevant Authority?	<input type="checkbox"/>	<input type="checkbox"/>
Is your Company required to register all purchases and sales? ▶ If yes, with which body are they registered with?	<input type="checkbox"/>	<input type="checkbox"/>
Has your company made any payments to governments, government officials, military or armed groups for the purposes of trade, transport and export of precious metals? ▶ If yes, please provide details:	<input type="checkbox"/>	<input type="checkbox"/>

	Payment type	Percentage (%)
What usual payment method does your Company use to pay its precious metals suppliers?	<input type="checkbox"/>	Bank transfers
	<input type="checkbox"/>	Cheques
	<input type="checkbox"/>	Cash

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Additional Documents Required to be Submitted		
Document	Description	Form
License(s)	Where available. Eg. Precious Metals license etc...	Notarized and Apostiled with Certified Translation into English or Turkish
Tax ID Certificate	A document certifying the Tax residency and number of the company in question.	Notarized and Apostiled with Certified Translation into English or Turkish
Certificate of Incorporation and/or Company Registry Extract issued by the Chamber of Commerce or Equivalent	Corporate establishment document	Notarized and Apostiled with Certified Translation into English or Turkish
Memorandum & Articles of Association	Latest Charter or other similar document with all the amendments included	Notarized and Apostiled with Certified Translation into English or Turkish
List of authorized signatures and with a copy of Power of Attorney and Signature Circular	Must contain signature samples and signage capacity and authority.	Notarized and Apostiled with Certified Translation into English or Turkish
Passport\ID's copies of Representative(s) and / or Beneficial Owners	Must be a valid ID document that includes photograph, number, issuing date, and country of issuance, date of birth and signature specimen.	Notarized and Apostiled with Certified Translation into English or Turkish
Resolution of the board of directors	Resolution of the board of directors or other documents authorizing the opening of an account and the execution of transactions between the company and DD Metals DMCC	Notarized and Apostiled with Certified Translation into English or Turkish
Power of Attorney	PoA for any Attorney that will be signing any document with DD Metals DMCC.	Notarized and Apostiled with Certified Translation into English or Turkish
Latest Audited Financial Statements		Scan copy Signed and dated by an Authorized signatory

What is an Apostille:

- a. An Apostille is a certificate issued by a designated authority in a country where the Hague Convention Abolishing the Requirement for Legalization of Foreign Public Documents, Apostille Convention, is in force. When properly filled in, it will certify the authenticity of the signature, the capacity in which the official signing the public document has acted and, where appropriate, the identity of the seal or stamp which this document bears.

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- b. Each country party to the Hague Convention designates an authority within its territory that can issue apostilles. Please bear in mind that there are some countries which have not signed the Hague Convention and thus no apostilles can be obtained from these countries. In such cases, we will discuss, on a case by case basis, what form of certification will be acceptable to replace apostille.

- I/We hereby state and declares that all the information supplied in this document is true, correct and valid as of the time of signing.
- I/We hereby confirm that we do not conduct any business activity with any individual and entities that are currently subject to international sanctions such as UN, EU and USA.
- I/We hereby confirm that we do not trade precious metals from any counterparty that provides direct or indirect support of any form to non-state armed groups
- I/We hereby state and declares that they will automatically inform DD Metals DMCC within one month in writing should of any changes to the above.
- I/We hereby accept that, DD Metals DMCC will consider that all data supplied on this form is valid until declared otherwise in writing by Applying Party.
- I/We hereby accept that, DD Metals DMCC; in its sole discretion, can suspend and/or cancel all account activity with immediate effect should it find out that the information shared in this form is not valid or correct.
- I/We hereby undertake to indemnify and keep fully indemnified DD Metals DMCC against any costs (including all legal costs), expenses, loss or liability suffered as a result of or in connection with any inaccuracy of any information, representation and warranties given by itself.

	Authorized signatory	Authorized signatory
Signature:		
Print Name:		
Title:		
Date and location:		

signature	
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