	Account Opening Questionnaire	No.	F/COM/08
		Rev No.	11
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PART 1: KYC REQUIREMENTS CHECKLIST

Important Notice:

- The requested information in this form are basic requirements we need as per applicable regulations. We may request for additional information or supporting documentation, if necessary, to open the account. **Please fill all applicable fields to your business activity/proposed business as missing information may cause delays in processing the account application.** Please be informed that documents and information including the company, shareholders, beneficial owners, suppliers and person/s who will operate the account are processed and checked against the Screening database and other third-party due diligence software and service providers as part of our KYC procedure. GOLDREX FZCO reserves the right to refuse the account opening without providing the reason or explanation. By submitting this application, you hereby agree to the terms above.

- For further assistance and clarification, please contact the Compliance Department by phone at +971 58 695 4670 or by email at compliance@goldrexdmcc.com.


Yes	No	Documents Required
		1. Account Opening Questionnaire <ul style="list-style-type: none"> Please fill all applicable fields to your business activity/proposed business as missing information may cause delays in processing the account application.
		2. Trade or Business License – Certified True Copies <ul style="list-style-type: none"> Minimum of 3 months before expiration.
		3. Company Registration Documents – Certified True Copies <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Registration <input type="checkbox"/> Memorandum of Association, Articles of Incorporation <input type="checkbox"/> Shares Certificate <input type="checkbox"/> Latest Registry Extract (not more than 3 Months old)
		4. Certified True Copies of Passport or ID copies (and Visa Page if residing in UAE) of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Beneficial Owners / Shareholders <input type="checkbox"/> Directors and Authorized Signatories <input type="checkbox"/> Person/s who will operate the Account <p>*If the passport has no specimen signature sample, submit additional valid ID for specimen signature verification; **If the passport is not certified, the original must be presented for verification.</p>
		5. Proof of Address (Latest Utility Bill or Tenancy Contract) of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Registered Address <input type="checkbox"/> Office/Principal Address (place where the business activities are performed) <input type="checkbox"/> Each Beneficial Owner / Shareholder
		6. Board Resolution (stating the intention to open an account and its purpose) and Authority Letter (for authorized personnel that will deal, communicate and/or operate the account with Goldrex)
		7. Latest Bank Statement (minimum of 1-month latest bank statement)
		8. Standard Settlement Instruction
		9. Tax Registration Number / Registration Certificate
		10. Sample Transactions <p>Sample of Invoices (at least 2-3) showing the purchased date and country of origin</p> <ul style="list-style-type: none"> - should be dated at least 1 year from the date of this application - should submit for each country of origin - If supplying mined materials, additional documents required.
		11. AML – CFT Policy, OECD Supply Chain Policy, HSE, Anti-Bribery, ESG Policy
		12. Evidence of Source of Wealth/ Fund of the UBOs, and the funds to use for the transactions with Goldrex.

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PART 2: ACCOUNT OPENING QUESTIONNAIRE


1. COMPANY DETAILS	
a. Name	
b. Registered Address	
c. Business Address	
d. Country of Establishment	
e. Date of Incorporation	
f. Phone Number	
g. Official Email Address	
h. Official Mobile Number	
i. Business Registration Number	
j. Legal Status of the Company	
k. Tax Identification/Registration Number	
l. Website	
m. External Financial Auditors	

2. BUSINESS ACTIVITY	
a. Type of Business	
b. Description of core business activity	
c. List of other business activities (if any)	
d. Does the company hold a specific license to conduct its business?	
e. Main Market	
f. Main Products	

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g. How long has the company in gold business?			
h. Number of bank accounts the company owns / country of location. If there are more bank accounts, kindly provide a list along with this Account Opening Questionnaire	No	Bank Name	Country


3. OWNERSHIP AND MANAGEMENT STRUCTURE						
A. BENEFICIAL OWNERS						
SHAREHOLDER(S) - ENTITY/IES WITH SHARES EQUAL TO OR MORE THAN 25%						
Percentage Holding (%)	Name	Company Registration Number	Address	Country of Incorporation	Date of Incorporation	Authorized signatory Yes/No
B. ULTIMATE BENEFICIAL OWNER						
SHAREHOLDER(S) – INDIVIDUALS WITH SHARES EQUAL TO OR MORE THAN 25%						
Percentage Holding (%)	Name	Passport No.	Address	Nationality	Date of Birth	Authorized signatory Yes/No
C. SHAREHOLDER(S) – INDIVIDUALS WITH SHARES EQUAL TO OR MORE THAN 5%						
Percentage Holding (%)	Name	Passport No.	Address	Nationality	Date of Birth	Authorized signatory Yes/No
D. MANAGEMENT STRUCTURE						
	Name	Title	Passport No, Nationality, Date of Birth	Contact Details		
a. Board of Directors						
b. Management						

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E. PEPs QUESTIONNAIRE	
a. Is any of the shareholder / ultimate beneficial owner / director / authorized signatory a Politically Exposed Person?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the details:
b. Is any of the shareholder / ultimate beneficial owner / director / authorized signatory related to a Politically Exposed Person?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the details:

4. FINANCIAL INFORMATION			
	Currency	Last Reporting Period	Previous Year
a. Share Capital			
b. Total Shareholder's Equity			
c. Total Balance Sheet			
d. Sales			
e. Net Income			
f. Source of Fund to be used for the business			
g. UBO Source of Wealth			

BANK DETAILS FOR SETTLEMENT OF TRANSACTIONS (Please provide the banking details of the Company. We do not accept or make payments to third parties)	
Bank Name:	
Street / No:	Town / City:
Country:	Postcode:
Account Name:	
Account Number:	Sort Code:
IBAN:	
ABA:	BIC / SWIFT:
Currency of Account:	
Years of Relationship with the Bank:	

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5. HUMAN RESOURCES

a. Number of Employees within the Company	
b. Number of Employees within the group	


6. ORIGIN OF PHYSICAL PRECIOUS METALS

a. Profile of your precious metal suppliers (Individual / Company)	
b. Countries of origin of precious metals delivered to us?	
c. Countries of destination of precious metals once refined?	
d. Is the Company legally required to have a license to import precious metals? If yes, please provide a copy of the license.	
e. Is the Company legally required to have a license to export precious metals? If yes, please provide a copy of the license.	
f. What is the form of precious metals planned to be sent for refining/converting?	

Recycled precious metals (___%) Gold <input type="checkbox"/> Silver <input type="checkbox"/>			
LBMA GD Bullion		UAE Good Delivery Bar	Non-Good Delivery Bar
Rudimentary Bars (Scrap)		Jewellery	Broken Jewellery
Rudimentary Bars (RJC Certified)		Own production waste	Collected waste
CoC Material		Comex - GD Bars	Grains
Others, please specify:			

Primary materials – mined precious metals (___%)	
a. Gold from Large Scale Mine – (more than 100,000 oz/year)	
b. Gold from Medium Scale Mine – (30,000 – 100,000 oz/year)	
c. Gold from Small Scale Mine – (less than 30,000 oz/year)	
d. Others, please specify:	


Please note that a separate questionnaire and additional KYC and due diligence requirement is needed for mined precious metals. NO Mined Material will be accepted without providing the questionnaire and agreeing with due diligence requirements as per Goldrex Supply Chain Policy.

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g. If you source non-Good Delivery, RMI or RJC certified gold bars (Au =>995.0 / AG=>999.9), do you identify the refinery?	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Do you assess if the refinery has any red flags in its supply chain?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. If the refinery has red flags in its supply chain, do you request the refinery to be audited for its compliance with the OECD due diligence guidance on responsible supply chains from conflict and high-risk areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide a copy of the report.

7. FACILITIES	YES	NO	N/A
a. Does the company have refining facilities? Location (if different as registered address): _____			
b. Does the company have any melting facilities? Location (if different as registered address): _____			
c. Does the Company produce its own jewellery?			

8. RESPONSIBLE PRECIOUS METAL SUPPLY CHAIN POLICY	
d. Did your company establish a responsible supply chain of gold from conflict-affected and high-risk areas policy which is consistent with the standards set forth in the model supply chain policy in Annex II of the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> We need assistance on establishing a supply chain policy
e. Does your company comply or plan to comply with the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas?	<input type="checkbox"/> Yes, we comply <input type="checkbox"/> Yes, we plan to comply <input type="checkbox"/> No, we do not want/plan to comply
f. Does your company comply with any other industry initiatives/standards?	
g. Is the company complying with any of the following industries initiatives? () LBMA Responsible Gold or Silver Guidance () EBC Risk-Based Due Diligence Guidance for GPM () RJC Chain of Custody Standard () WGC Conflict Free Gold Standard () RMI Responsible Gold Standard () Others, please specify:	Additional Comments:

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9. ANTI MONEY LAUNDERING (AML) – COMBATING THE FINANCING OF TERRORISM (CFT)	
a. Is your company subject to Anti-Money Laundering/Combating the Financing of Terrorism Law?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not aware / Not sure
b. Name of the AML-CFT Law/ Regulation?	
c. Name of the Regulator	
d. Has your institution established a conformity program that contains AML/CFT policies and procedures, according to internal & international laws, rules and standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not aware / Not sure

10. BRIBERY POLICY	
a. Does your company have any bribery policy in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Has the company or the Senior Management ever been charged anywhere in the world for violation of applicable anti-bribery laws or regulation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

11. PRECIOUS METALS SUPPLIERS' DUE DILIGENCE QUESTIONNAIRE			
Organization	YES	NO	N/A
a. Does the Company have a person responsible (Compliance Officer) for all AML-CFT matters (Supply Chain Due Diligence, AML Policies, internal training)? If yes, please provide us with the following: Name: Phone Number: Email Address:			
b. Is the Company subject to and AML-CFT audit by an independent party or a governmental party? Date of your last AML-CFT compliance audit:			
c. Does the Company have an AML-CFT and Supply Chain Due Diligence training for employees?			
d. Does the Company delegate to third parties some of the compliance functions to be carried out? If yes, what functions and to which company do you delegate?			
e. How long does the Company keep its due diligence files (records)?			

Precious Metals Suppliers Due Diligence

f. What is the typical profile of your precious metals' suppliers?

Corporate:	%
Individual persons:	%

g. What type of information does the Company request from its precious metals' suppliers?

Companies	Yes	No	Individuals	Yes	No
Company Name			Name and First Name		
Address			Address		
Date of Incorporation			Date of Birth		
Country of Incorporation			Nationality		
Business register extract or equivalent document			Copy of ID card or Passport		
Beneficial Owners			Beneficial Owners		
Origin of Precious Metals			Origin of Precious Metals		
Description of Main Activity and Financial Information			Supplier Profile (activity, wealth, etc.		
Tax Conformity Declaration					
Supply chain, AML-CFT policy or procedures					

h. Does the Company have a risk-based assessment of its precious metals suppliers? (e.g., Low, Medium, High)

i. Does the Company screen precious metals suppliers and transactions against lists of persons, entities or countries issued by government/competent authorities?

j. Does the Company perform enhanced due diligence for high-risk precious metals suppliers

k. Does the Company assess its corporate precious metals suppliers' AML-CFT and purchase procedures and practices?

Transaction Monitoring

YES

NO


N/A

l. Does the Company perform a risk-based assessment to understand the normal and expected transactions of its suppliers (in order to identify unusual transactions)?

m. Does the Company have a monitoring program for unusual and potentially suspicious activity that covers funds transfers and monetary instruments (e.g. traveler's cheques) or third-party payments?

n. Does the Company have to register all purchases and sales? If yes, to which body they are registered?

o. From which of the following suppliers does the Company purchases its precious metals and what is the average amount of purchase by deal?

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	Supplier Type	Purchase Percentage (%)	Average amount in USD per deal	
	Bank			
	Corporate			
	Individual			

p. What usual payment method does the Company use to pay its precious metals suppliers?

Payment Type	Percentage (%)
Bank Transfers	
Checks	
Cash	

q. Does the Company have a procedure in place to prevent, detect and report suspicious transactions from its suppliers to the relevant Authority?

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r. How many suspect reports has the Company filled and handed over to the relevant Authority the last two years?

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s. Does the Company have a maximum amount as per internal policy or regulatory framework?

<ul style="list-style-type: none"> Amount allowed for cash payment? If yes, how much? Amount per deal per supplier in USD? If yes, how much? 		

t. Where cash transaction reporting is mandatory, does the company have procedures to identify transactions structured to avoid such obligations?


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12. TRANSACTION MONITORING ON PURCHASE FROM INDIVIDUALS ONLY - TO BE FILLED ONLY BY COMPANY PURCHASING PRECIOUS METALS FROM INDIVIDUALS	YES	NO	N/A
a. Does the Company perform statistics on precious metals sold by a person in order to identify unusual transactions?			
b. Does the Company have a specific procedure if a deal with an individual is significantly higher than the average deal? If yes, please describe: <hr/>			
c. Is the Company able to verify that a person does not come several times in the counter/in different counters to sell each time a small amount but for a global material amount (smurfing)? <hr/>			

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13. INDUSTRIAL SOURCING – TO BE FILLED ONLY BY INDUSTRIAL COMPANIES		YES	NO	N/A																
a. What type of precious metals do you purchase for industrial purposes?																				
<table border="1"> <tr><td><input type="checkbox"/></td><td>LBMA / UAE Good Delivery Bars</td></tr> <tr><td><input type="checkbox"/></td><td>Grains</td></tr> <tr><td><input type="checkbox"/></td><td>Eligible and/or CoC Materials</td></tr> <tr><td><input type="checkbox"/></td><td>Others, please specify</td></tr> </table>		<input type="checkbox"/>	LBMA / UAE Good Delivery Bars	<input type="checkbox"/>	Grains	<input type="checkbox"/>	Eligible and/or CoC Materials	<input type="checkbox"/>	Others, please specify	<table border="1"> <tr><td><input type="checkbox"/></td><td>Non LBMA/UAE GD Bars</td></tr> <tr><td><input type="checkbox"/></td><td>Semi – finished products</td></tr> <tr><td><input type="checkbox"/></td><td>Industrial products, please describe</td></tr> <tr><td><input type="checkbox"/></td><td></td></tr> </table>			<input type="checkbox"/>	Non LBMA/UAE GD Bars	<input type="checkbox"/>	Semi – finished products	<input type="checkbox"/>	Industrial products, please describe	<input type="checkbox"/>	
<input type="checkbox"/>	LBMA / UAE Good Delivery Bars																			
<input type="checkbox"/>	Grains																			
<input type="checkbox"/>	Eligible and/or CoC Materials																			
<input type="checkbox"/>	Others, please specify																			
<input type="checkbox"/>	Non LBMA/UAE GD Bars																			
<input type="checkbox"/>	Semi – finished products																			
<input type="checkbox"/>	Industrial products, please describe																			
<input type="checkbox"/>																				
b. In which country do you purchase your precious metals products?																				
c. From who do you source your precious metal products?																				
<table border="1"> <tr><td><input type="checkbox"/></td><td>Refiners</td></tr> <tr><td><input type="checkbox"/></td><td>Banks</td></tr> <tr><td><input type="checkbox"/></td><td>Others, please specify:</td></tr> </table>		<input type="checkbox"/>	Refiners	<input type="checkbox"/>	Banks	<input type="checkbox"/>	Others, please specify:	<table border="1"> <tr><td><input type="checkbox"/></td><td>Precious Metals Dealers</td></tr> <tr><td><input type="checkbox"/></td><td>Industrial</td></tr> </table>			<input type="checkbox"/>	Precious Metals Dealers	<input type="checkbox"/>	Industrial						
<input type="checkbox"/>	Refiners																			
<input type="checkbox"/>	Banks																			
<input type="checkbox"/>	Others, please specify:																			
<input type="checkbox"/>	Precious Metals Dealers																			
<input type="checkbox"/>	Industrial																			
d. Have you identified the refinery which produced the precious metals used in your supply chain?																				
e. Have you assessed the refiner's due diligence policies and practices?																				

14. PROPOSED BUSINESS DETAILS				
1. Refining and Converting Services:		<input type="checkbox"/> Gold	<input type="checkbox"/> Silver	
2. Buying and selling		<input type="checkbox"/> Gold	<input type="checkbox"/> Silver	
3. Assaying Services		<input type="checkbox"/> Gold	<input type="checkbox"/> Silver	
4. Diamond and Gold Separation		<input type="checkbox"/> Gold	<input type="checkbox"/> Silver	
5. Industrial waste / by-product refining		<input type="checkbox"/> Gold	<input type="checkbox"/> Silver	
6. Minting Services / Buy Minted Products		<input type="checkbox"/> Gold	<input type="checkbox"/> Silver	
Precious Metal Information				
Commodity Type	Mined Material	Recycled Material	Good Delivery Materials	Industrial By-Products / Jewelleries
Country of Origin				

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Commodity Type	Mined Material	Recycled Material	Good Delivery Materials	Industrial By-Products / Jewelries
Expected Purity				
Expected Quantity per Delivery (KG)				
Expected Frequency Per Month				
Mode of Payment:				
Arrangement of Delivery and Logistics Services from collection point to Goldrex: (Place a "✓" mark):		<input type="checkbox"/> Own Transport <input type="checkbox"/> Third Party Logistics/Transporter Company <input type="checkbox"/> Goldrex provided transport		
Transporter Name:				


15. TRANSPORTATION	
For Mined Gold	
a. How is the ore transported from the mining sites to the processing plant:	POINT A (Location of Ore Extraction):
b. How is the dore transported from the processing plant to the export location: <input type="checkbox"/> Truck <input type="checkbox"/> Helicopter <input type="checkbox"/> Armoured Vehicle <input type="checkbox"/> Fixed wing aircraft: <input type="checkbox"/> Others, specify _____ If transported by third party (external company) which company? _____ <input type="checkbox"/> Truck <input type="checkbox"/> Helicopter <input type="checkbox"/> Armoured Vehicle <input type="checkbox"/> Fixed wing aircraft: <input type="checkbox"/> Others, specify _____	POINT B (Location of Processing Plant):
c. How will the dore be transported from the export location to the refinery? <input type="checkbox"/> Truck <input type="checkbox"/> Helicopter <input type="checkbox"/> Armoured Vehicle <input type="checkbox"/> Fixed wing aircraft: <input type="checkbox"/> Others, specify _____ Flight/Route including Transit: _____	Point C (Export Location):

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If transported by third party (external company) which company? <input type="checkbox"/> Truck <input type="checkbox"/> Helicopter <input type="checkbox"/> Armoured Vehicle <input type="checkbox"/> Fixed wing aircraft: <input type="checkbox"/> Others, specify _____		
d. Is there any military/police checkpoint along the road from the mining site until the export location? <input type="checkbox"/> Yes, if yes, how many and for what purpose? _____ <input type="checkbox"/> No		Location of Military Checkpoint:
For Recycled Gold:		
a. How is the recycled gold transported from your company to Goldrex? <input type="checkbox"/> By your own company <input type="checkbox"/> By a third party (external company), which company? _____ b. What is the transport method? <input type="checkbox"/> Road <input type="checkbox"/> Boat <input type="checkbox"/> Plane	Location where Recycled Gold is Collected:	
	Location where the Recycled Gold is stored before delivery to refinery:	
	Location where the Recycled Material is Exported (if applicable):	

16. LIST OF MAIN SUPPLIERS OF PRECIOUS METALS			
No	Company Name	Establishment Country	Type of Material Supplied
1.			
2.			
3.			
4.			
5.			

Comments / Additional information (please indicate which questions the information is referring to):

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Declarations

Source of Funds:

I/We understand that I/we am/are required to declare the source of funds that I/we will be using for the purpose as stated in this application as a part of Goldrex's requirement to open an account. I/We understand the requirements of the **Federal Decree-Law No. (20) of 2018 On Anti-Money Laundering and Combatting the Financing of Terrorism and Financing of Illegal Organisations and the Cabinet Decision No. (10) of 2019 Concerning the Implementing Regulation of Decree Law no. (20) of 2018 on Anti-Money Laundering and Combatting the Financing of Terrorism and Illegal Organisations** and do hereby undertake that the source of funds/metals are acquired from legitimate sources and evidences of such is available if needed or as requested. I/We do hereby undertake that the funds/metals do not originate from any sanctioned country/entity/person/s from the United Nations and other relevant sanction programs.

Responsible Sourcing of Precious Metals:

I/We hereby acknowledge that we received from Goldrex its Supply Chain Policy and the guidance listed below and we undertake to review it thoroughly and to comply with its provisions.

1. OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas – Supplement in Gold
2. EBC Rules for Risk Based Due Diligence in the Gold Supply Chain
3. LBMA Responsible Gold Guidance
4. RMI Gold Refiner Standard
5. RJC Code of Practice / RJC Chain of Custody

I/We confirm that we are observing and complying with domestic and international laws, rules and regulations, including those governing the illicit trade in precious metals and the United Nation Security Council (UNSC) Sanctions. Also, we hereby undertake that our sources of precious metals are free from conflict financing, criminal funding, worst forms of child labour and human rights abuses.

I/We understand that by working with Goldrex, we may be requested to provide supply chain information and documentation for due diligence purposes and failure to cooperate may cause Goldrex to refuse a shipment or supplier as required by the above-mentioned guidance.

SIGNATURE

I/We hereby declare that the information given above is true and accurate as of date of writing.

I/We undertake to automatically inform Goldrex of any material changes.

	Authorized Signatory	Authorized Signatory
Signature:		
Stamp:		
Print Name:		
Title:		
Company Name:		
Date and Location:		

* Please ensure the person signing is the Authorized Signatory of the Company