

# ACCOUNT OPENING APPLICATION FORM

# GLC

<b>Company Name:</b>	
<b>Country of Incorporation:</b>	
<b>Date of Onboarding:</b>	

# Account Opening Application Form

**Introduction:**

As part of the operations in the UAE, G L C PRECIOUS METALS TRADING L.L.C. is classified as a Dealer in Precious Metals and Stones (DPMS). Accordingly, we are recognized by the Ministry of Economy & Tourism (MoET) as a Designated Non-Financial Business and Profession (DNFBP), and we operate under their regulatory supervision in matters related to Anti-Money Laundering (AML) and Combating the Financing of Terrorism (CFT).

In addition to complying with UAE AML/CFT Laws and regulations, it is also sound business practice to gather information regarding your company’s identity, business activities, and the nature of your intended transactions with G L C. This is part of our standard onboarding process and aligns with Know Your Customer (KYC) requirements.

To that end, we kindly ask you to complete the attached form and provide the necessary supporting documentation to initiate the onboarding process.

Once submitted, your application and documents will be reviewed by our Compliance Department. If needed, we may reach out for additional information, clarification, or documentation.

If you have any questions or require assistance, please do not hesitate to contact our Compliance team at [compliance1@glcmetals.com](mailto:compliance1@glcmetals.com) & [compliance2@glcmetals.com](mailto:compliance2@glcmetals.com)

1. Company information		
Name:		
Registered address:		
Business address: <small>(if different from above)</small>		
Phone:		
Website:		
Email:		
Main contact:	Name:	
	Function:	
	Mobile:	
	Email:	
Trade license: <small>(or similar)</small>	No.:	
	Expiry date:	
Corporate registration: <small>(or similar)</small>	No.:	
	Issue date:	
Date of incorporation:		
Expiry (if applicable)		
GST/VAT number:		
Corporate tax number: <small>(or similar)</small>		
Postal Code		



<b>2. Business activity</b>		
Type of business:	<input type="checkbox"/> Bank or financial institution <input type="checkbox"/> Manufacturer (Jewelry) <input type="checkbox"/> Mining <input type="checkbox"/> Mining aggregator/exporter	<input type="checkbox"/> Refinery <input type="checkbox"/> Retailer (Jewelry) <input type="checkbox"/> Trader precious metals <input type="checkbox"/> Wholesaler
Description of main activities:		
Description of experience in business activity:		
Main markets: (geographically)	Sourcing countries:	
	Destination countries:	
Define the type of counterparties and suppliers you usually work with:	<input type="checkbox"/> Bank or financial institution <input type="checkbox"/> Funds or investors <input type="checkbox"/> Individuals <input type="checkbox"/> Jewelers	<input type="checkbox"/> Miners <input type="checkbox"/> Refiners <input type="checkbox"/> Traders <input type="checkbox"/> Others
If Others, specify:		
Main products you deal with:	<input type="checkbox"/> Gold <input type="checkbox"/> Silver <input type="checkbox"/> Other products	
If Others specify:		
How do you transport the metal:	<input type="checkbox"/> Secured logistic company (e.g. Brink's, Loomis, Transguard) <input type="checkbox"/> Hand-carry <input type="checkbox"/> Others	
If Others, specify:		
<b>3. Company infrastructure/facilities</b>		
Nr. of employees:		
Does the Company have any smelting or refining facilities?		
Does the Company have any manufacturing facilities? <small>(If Yes, provide details like name and address)</small>		
Does the Company produce its jewellery?		
<b>4. Specify the method of payment:</b>		
Cash		%
Credit/Debit Card		%
Wire Transfer		%
Cheque		%
Exchange of Gold		%
Letter of Credit		%



5. Banking details	
<b>Main bank:</b>	Account Name:
	Bank Name:
	Bank address:
	Bank SWIFT Code
	Bank account number
	Bank IBAN
	Currency
<b>Secondary bank:</b> (if applicable)	Account Name:
	Bank Name:
	Bank address:
	Bank SWIFT Code
	Bank account number
	Bank IBAN
	Currency

6. Financial information			
	Currency	Enter current year	Enter previous year
Share capital			
Total shareholder's equity			
Revenue			
Specify the origin of funds:			

7. Shareholders (natural persons)				
Ownership %	Name	Nationality	Passport	Date of Birth



8. Shareholders (corporates)			
Ownership %	Name	Nationality	Passport

9. Ultimate beneficiary owners (UBO)				
Ownership %	Name	Nationality	Passport	Date of Birth

**Declaration:**

- I/We confirm that I am/we are not a Politically Exposed Person
- I/We hereby authorize an investigation of my/our identity and agree to enhanced ongoing monitoring should I/we be deemed to be politically exposed.

**10. Directors & Management structure**

Function	Name	Nationality	Passport	Date of Birth

**11. Shareholders/Ultimate Beneficial Owner Details**

Are shareholders/ultimate beneficial of a PEP or Associated with a PEP?  If yes, provide name(s)	
Do any family member/close associate of your directors, shareholders, or authorized personnel hold, or have previously held or actively sought a position or are being considered for a prominent public position?  If yes, provide name(s):	
Are the company or ultimate beneficiaries listed as a sanctioned entity by any country or UNSCR?	
Any previous or existing business dealing (by a company or ultimate beneficiaries) with individuals/entities in the countries listed under sanctions or embargo list of UAE, UNSCR & USA's Office of Foreign Asset Control, Department of the Treasury ("OFAC"), or otherwise subject to any U.S. sanctions administered by OFAC	



<b>12. Sanction Declaration</b>			
Do you deal with any sanctioned country? If yes, please mention which			
Has your company implemented the UAE Cabinet-issued Resolution (74) of 2020			
Has your company Subscribed to the United Nations Consolidated List and UAE Terrorist list from the Executive Office website <a href="http://www.uaeiec.gov.ae">www.uaeiec.gov.ae</a>			
Does your company deal with individuals, entities, groups, or undertakings, which fall in the "UAE Terrorist List" and "UN Nation Consolidated List"			
<b>13. Source of funds declaration</b>			
Source of Income		<input type="checkbox"/> Investment Income <input type="checkbox"/> Business Earning <input type="checkbox"/> Salary <input type="checkbox"/> Property Income <input type="checkbox"/> Any other:	
Estimated Annual Income (equivalent in USD)		<input type="checkbox"/> 1-25 million <input type="checkbox"/> 25-50 million <input type="checkbox"/> 50-100 million <input type="checkbox"/> 100 million and above	
Estimated Total Net Worth (equivalent in USD)		<input type="checkbox"/> 1-25 million <input type="checkbox"/> 25-50 million <input type="checkbox"/> 50-100 million <input type="checkbox"/> 100 million and above	
<b>14. Representatives' Authorization</b>			
<p>The individuals listed below are authorized to represent the Company in its business relationship with G L C PRECIOUS METALS TRADING L.L.C without restriction. This includes the authority to operate accounts, execute transactions in bullion, issue payment instructions, place orders, and sign consignment agreements and related documents on behalf of the Company.</p> <p>G L C PRECIOUS METALS TRADING L.L.C may rely on such authority unless otherwise notified. Any changes to authorized representatives, their signatures, or powers shall be effective only upon receipt of a duly signed written notice and acknowledgment by G L C PRECIOUS METALS TRADING L.L.C.</p>			
Sr.	Name	Passport / ID Number	Signature
1.			
2.			
3			
4.			



15. Anti-Money Laundering (AML) and Combating the Financing of Terrorism (CFT)	Yes/No/NA
Are there any anti-money laundering and combating terrorist financing laws and regulations in place in your country, and are these laws applicable to your company?	
Name of the Law or Regulation:	
Name of the local Regulator:	
Does your Company have a person responsible (Compliance Officer) for all AML/CFT matters (Due Diligence, AML policies, internal training)?	
If yes, provide: Name: Designation:: Contact No.: Email ID:	
Is your Company subject to an AML/CFT audit by an independent party or government agency?	
If yes, Auditor name and Date of last AML-CFT compliance audit:	
Does your Company have AML/CFT training for the employees?	
Has your Company established a documented manual that contains AML/CFT policies and procedures, according to internal, national & international laws, rules, and standards?  <div style="text-align: right;">(If yes, provide a copy)</div>	
If no formal policy document, please describe your firm's approach to AML/CFT matters:	
Does your company required to register to local regulations for AML/CFT purposes	
If yes, kindly provide details and proof of registration:	
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?	
How long does the Company keep its due diligence files (records)?	
Did your Company carry out and document an internal risk assessment to understand its money laundering and terrorism financing risks?	
Does your Company apply a risk-based assessment of its customers and their transactions?	
Does the Company screen precious metals clients or suppliers, and their transactions against sanctioned lists of persons, entities, or countries issued by government or other competent authorities?	
If yes, please specify:	
Does the Company perform standard due diligence (KYC Know Your Customer) for its precious metals' clients and suppliers?	
Does the Company perform enhanced due diligence for high-risk precious metals clients and suppliers?	



Does the Company have a procedure in place to prevent, detect, and report suspicious transactions from its suppliers to the relevant Authority?	
Does the company have a monitoring program for unusual and potentially suspicious activity that covers funds transfers & monetary instruments (e.g., traveler's cheques) or third-party payments?	
Do the Company screen suppliers and transactions against lists of persons, entities, or countries issued by the government/competent authority?	
Does the Company have a specific procedure if a deal with an individual is significantly higher than the average deal? If yes, please describe:	
Does the Entity have controls to support the inclusion of required beneficiary information in international payment messages?	
Does the entity have a policy and procedure to identify and terminate transactions with Shell Banks and companies Unregulated Charities?	
Does your company receive or make payments via Virtual Currencies?	
What type of information does the Company request from its precious metal suppliers?	
<b><u>Corporations</u></b>	<b><u>Individuals</u></b>
<input type="checkbox"/> Corporate name <input type="checkbox"/> Address <input type="checkbox"/> Date of incorporation <input type="checkbox"/> Country of incorporation <input type="checkbox"/> Corporate registration or similar <input type="checkbox"/> Shareholder / Beneficiary Owner <input type="checkbox"/> Business activity <input type="checkbox"/> Origin of Precious Metals <input type="checkbox"/> Description of Main Activity and Financial Information <input type="checkbox"/> Tax Conformity Declaration <input type="checkbox"/> Supply chain, AML-CFT policy or procedures	<input type="checkbox"/> Full Name <input type="checkbox"/> Address <input type="checkbox"/> Date of Birth <input type="checkbox"/> Nationality <input type="checkbox"/> Copy of ID card or Passport <input type="checkbox"/> Beneficial Owner of gold <input type="checkbox"/> Profession <input type="checkbox"/> Origin of Precious Metals <input type="checkbox"/> Source of funds <input type="checkbox"/> Supplier Profile (activity, wealth, etc.)
<b>16. Anti-Bribery and Corruption Policy</b>	Yes/No/NA
Does your Company have any bribery policy in place? <span style="float: right;">(If yes, provide a copy)</span>	
Has the company, a shareholder, a director or a management ever been charged anywhere in the world for violation of applicable anti-bribery laws or regulations? If yes, please describe:	
<b>18. Responsible precious metal supply chain policy</b>	Yes/No/NA
Does your company establish a responsible supply chain of metals from conflict-affected and high-risk areas (CAHRAs) policy that is consistent with the standards of the OECD Due Diligence guidance for the responsible supply chain of minerals from conflict-affected and high-risk areas?	
Do you implement systems for the identification of your suppliers and retain related documents in accordance with the DMCC rules for RBD-GPM and OECD Guidelines?	
Do you implement policies and procedures designed to meet and implement the DMCC rules for RBD-GPM/ OECD Guidelines?	



Do you implement a formal responsible supply chain policy that identifies and mitigates related risk in accordance with the DMCC in alignment with the OECD Due Diligence for the responsible supply chain of minerals from conflicted and high-risk areas?			
Are you audited by a third-party independent auditor or not? If the answer is Yes, please provide the auditor and the date of the last audit conducted.			
Are you active in primary Mine supply (e.g. Dore Bars)?			
Are you active in secondary supply (e.g. Scrap Jewellery)?			
Do you currently / potentially source metal from conflicted and high-risk areas or not?			
If yes, please mention the countries and methods of risk management followed:			
Does the risk assessment consider delivery channel risk?			
What controls are in place to manage the identified risks?			
1.			
2.			
3.			
4.			
<b>List of Main Suppliers of Precious Metals</b>			
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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**Declaration:**

I/We hereby acknowledge and declare that all information provided in this Know Your Customer (KYC) form is true, accurate, and complete as of the date of writing. I undertake to promptly inform you of any changes to such information.

I/We also agree to furnish any additional information or documentation that may be required from time to time by G L C PRECIOUS METALS TRADING L.L.C or its authorized agents and representatives.

I/We acknowledge and agree that G L C PRECIOUS METALS TRADING L.L.C shall rely on the information provided for the purposes of customer due diligence (CDD), Enhanced Due Diligence (EDD), and ongoing monitoring in accordance with applicable UAE Laws, Cabinet Decision, including the DMCC Rules for Risk-Based Due Diligence on Gold and Precious Metals (RBD-GPM).

I/We confirm that we have read, understood, and agree to comply with the following guidance and policies, and undertake to review them in full:

- OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas
- LBMA Responsible Gold Guidance
- FZCO Practical Guidance for Market Participants in the Gold and Precious Metals Industry

I/We hereby warrant to G L C PRECIOUS METALS TRADING L.L.C that all metals, stones, and/or funds delivered for trading or processing have been obtained through legal means and from legitimate sources that are not involved in the financing of conflict, nor in violation of any United Nations sanctions, resolutions, or human rights standards.

I/We confirm that by issuing an invoice and/ or delivery note addressed to the Purchaser, the supplier confirms that the metal sold, as specified in the invoice and/ or the delivery note, complies with the ten principles of the UN Global Compact in the areas of Human Rights, Labor, the Environment, and Anti-Corruption.

I/We confirm that we comply with all applicable domestic and international laws, regulations, and sanctions regimes, including those relating to illicit trade in precious metals and United Nations Security Council (UNSC) sanctions.

I/We agree to indemnify and hold harmless G L C PRECIOUS METALS TRADING L.L.C against any claims arising from the disclosure, sharing, processing, or use of such information and data.

**SIGNATURE:**

	Authorized Signatory	Authorized Signatory
<b>Signature: Stamp:</b>		
<b>Print Name:</b>		
<b>Title:</b>		
<b>Company Name:</b>		
<b>Date and Location:</b>		

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



## KYC REQUIREMENTS CHECKLIST:

**Important Notice:** The requested information in this form is a basic requirement we need as per applicable regulations. We may request additional information or supporting documentation, if necessary, to open the account. 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. G L C PRECIOUS METALS TRADING L.L.C reserves the right to refuse the account opening without providing a reason or explanation. By submitting this application, you hereby agree to the terms above.

For further assistance or clarification, please contact the Compliance Department at:

Tel: +971 4 326 1181

Email: [compliance1@glcmetals.com](mailto:compliance1@glcmetals.com) & [compliance2@glcmetals.com](mailto:compliance2@glcmetals.com)

Sr.	Documents Required	Yes/No/NA
1	<b>Account Opening Application Form</b> Please fill in all applicable fields for your business activity/proposed business, as missing information may cause delays in processing the account application.	
2	<b>Trade or Business License (or similar)</b> Minimum of 3 months before expiration.	
3	<b>Company Registration Documents – Certified Copies</b> <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	<b>Certified Passport and ID copies (and a VISA if a UAE resident) of the following:</b> <input type="checkbox"/> Beneficial Owners / Shareholders <input type="checkbox"/> Directors and Authorized Signatories <input type="checkbox"/> Person/s who will operate the Account	
5	<b>Proof of Address (Latest Utility Bill or Tenancy Contract) of the following:</b> <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 / Director	
6	<b>Latest Bank Statement</b> (minimum of last 6 months period); <b>or Letter of Good Standing; or Trade/Company Reference letter</b>	
7	<b>Tax Registration Number / Registration Certificate</b>	
8	<b>Company Registration Documents – Certified Copies</b> <input type="checkbox"/> AML/CFT policies and procedures <input type="checkbox"/> Responsible Supply Chain Policy <input type="checkbox"/> Anti-bribery Policy <input type="checkbox"/> Whistle-Blower Policy	
9	<b>Sample Transactions</b> Sample of Invoices (at least 2-3) showing the purchase date and country of origin - 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 are required.	

