



# Account Opening Form

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Providing Precious Metals Refining & Trading Solution

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Assaying | Bullion Trading | Refining | Gold Jewellery Manufacturing and Wholesale

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# REQUIRED DOCUMENTS

All documents required as ORIGINAL COPY can be submitted as scanned copy first for initial review by the Compliance Department. You will be advised when to submit the original or certified documents. Please note that all documents should be valid. Expired documents will not be accepted

A.	Account Opening form (ORIGINAL COPY)	
B.	Trade License	
C.	Memorandum and Article of Association / Share Register	
D.	Passport copies of all beneficial owners of the company (regardless if they will not operate your account) Passport copies of all authorized signatories declared to operate on this account. <i>(Certified copies are preferred)</i>	
E.	Personal Utility Bill for all beneficial owners and authorized signatories <i>(i.e. water bill, electric bill, bank detail, lease agreement or any other document showing home address)</i>	
F.	For scrap jewellery and/or pure gold supply chain customers, please submit the following:	
	<ul style="list-style-type: none"> <li>- Sample of Invoices (at least 2-3) showing the purchased date and country of origin                             <ul style="list-style-type: none"> <li>- should be dated at least 1 year from the date of this application</li> <li>- should submit for each country of origin</li> </ul> </li> <li>- Source of Gold statement <i>(sample format will be sent upon request)</i></li> </ul>	
G.	For Dore (mine originated) bars supply chain customers, please submit the following:	
	<p>G(1) If you receive gold from a mine supplier/owner</p> <ul style="list-style-type: none"> <li>- Supplier's trade license</li> <li>- Supplier's Export License</li> <li>- Supplier's Memorandum and Article of Association</li> <li>- Mine owner's Mining License <i>(from which mine the gold come from)</i></li> <li>- Supplier's passport copies <i>(all beneficial owners mentioned on MOA)</i></li> </ul>	<p>G(2) If you are a mine owner</p> <ul style="list-style-type: none"> <li>- Mining License</li> <li>- Passport copy of mine owner</li> </ul>

## **IMPORTANT NOTICE:**

- We only accept documents in English and Arabic. Documents in other languages should be translated by a notary public.
- These are the initial required documents, other documents might be requested accordingly if necessary.
- Agreements/Contracts will be sent after compliance department has approved your application.
- Account opening form should be signed by an authorized signatory(s).
- Account Opening form is available from our website, [www.kalotipm.com](http://www.kalotipm.com)
- For more assistance/questions regarding your application, please contact our CRM department via email [Dubai.crm@kalotipm.com](mailto:Dubai.crm@kalotipm.com) or call +971-4-4486900

## A. GENERAL INFORMATION

Company Name <i>(as per Trade License)</i> :		
Country of Establishment:	Year of Incorporation:	
Beneficial Owner / Authorized Signatory No. 1:		
Beneficial Owner / Authorized Signatory No. 2:		
Beneficial Owner / Authorized Signatory No. 3:		
Office Address <i>(Office No./ Floor no./ Bldg. no./ Street/ City/ P.O. box)</i> :		
Telephone Number(s):	Fax Number:	
Mobile Number(s):		
Email <i>(Mandatory)</i> :	Website <i>(if any)</i> :	
<b>Do you have a company policy?</b>	Yes      No	<i>If yes please provide us a copy for our references</i>
<b>Source of Wealth by the company/firm:</b>		
<b>List of other business activities:</b>		
1.)	3.)	
2.)	4.)	
<b>Bank Details form</b> <i>(for payment purposes only)</i> Please note that Kaloti Jewellery International DMCC does not provide or accept THIRD PARTY PAYMENT to or from any of our clients		
Bank Name:		
Bank Address:		
Year(s) of relationship with the bank:		
Beneficiary Name:		
Beneficiary Address:		
Account Number:		

As the Beneficial Owner and/or Authorized Signatory, I hereby warrant that the information above is to the best of my knowledge and all facts stated are accurate.

Authorized Signature: .....



## C. PROPOSED BUSINESS DETAILS

### PHYSICAL BUSINESS

Refining Services	Gold	Silver	Others (Please specify): _____
Scrap Bar Trading (originating from jewellery)			
Country of Origin: _____		Expected Purity: _____	
Dore (originating from the mine) Bars			
Supplier's Name: _____		Country: _____	Expected Purity: _____
Supplier's Name: _____		Country: _____	Expected Purity: _____
Pure Bars (995/999.9)	Purchase	Sales	
<b>Type of Delivery:</b>	Cargo	Hand-Carry	Both
<b>Arrangement of Delivery and Logistics Services: your own arrangement or Kaloti to arrange logistics?</b>			
<b>Expected Quantity per delivery/pickup:</b>			
<u>Gold</u>	<u>Silver</u>	Others (please specify): _____	
Weekly: _____ kg	Weekly: _____ kg	Weekly: _____ kg	
Monthly: _____ kg	Monthly: _____ kg	Monthly: _____ kg	
List of previous companies you have deal with:			
Company Name: _____		Country: _____	
Company Name: _____		Country: _____	
<b>TRADING BUSINESS</b>			
Precious Metals and FX Trading			

## D. SUPPLY CHAIN PROCEDURE

**Please describe your supply chain procedure and/or policy for verifying the source of metal**

**What is your policy regarding Anti Money Laundering and Combating Financial Terrorism?**

**Do you keep records of companies that you usually buy metals from?**

Yes                      No

If yes, please choose from the following:

Passport Copy      Mining License      Others (Please specify): \_\_\_\_\_

If yes, please provide a sample of KYC forms

As the Funds/Shareholder Owner and Legal Beneficiary, I hereby warrant that the information above is to the best of my knowledge an accurate statement of fact.

Authorized Signature: .....

## E. SPECIMEN SIGNATURE

*\*Please affix the signature for each Beneficial Owner / Authorized Signatory*

<b>Beneficial Owner / Authorized Signatory No. 1:</b>	
Name:	<b>Signature:</b>
<b>Beneficial Owner / Authorized Signatory No. 2:</b>	
Name:	<b>Signature:</b>
<b>Beneficial Owner / Authorized Signatory No. 3:</b>	
Name:	<b>Signature:</b>

## F. DECLARATION

### Source of Funds and Equities

The undersigned hereby warrants to Kaloti Jewellery International DMCC that the Metals/Funds to be delivered to Kaloti Jewellery International DMCC for treatment or trading have been procured through legal means and have been acquired from legitimate sources not involved in funding conflict or non-compliance with any United Nations sanctions, resolutions, or human rights violations. To the best of my knowledge, I the undersigned hereby guarantees that these Metals are conflict-free, free from child labor, and have been sourced through proper channels.

### Source of Metals

I, the undersigned agree that all documents (actual invoice, custom's paper, airway bill) regarding the origin of the metal will be declared to Kaloti Jewellery International DMCC. This is part of the policies and procedures implemented by the compliance department and in line with DMCC and OECD's Guidance for Responsible Supply Chain. In case of any future changes with the origin of the precious metals, I agree to advise the company beforehand and to provide supporting documents prior to sending any delivery/shipment. Upon having my account, I will be responsible to update my files and submit any documents that are necessary for the compliance team.

**Company Name:** \_\_\_\_\_

**Beneficial Owner/Authorized Person(s) Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company Stamp:** \_\_\_\_\_