

PART 1: KYC REQUIREMENTS CHECKLIST

Important Notice:

Customers who wish to open an account with M A K WELL GOLD TRADING L.L.C must submit the following documents.

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 <ul style="list-style-type: none"> • Minimum of 3 months before expiration.
		3. Company Registration Documents <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Registration <input type="checkbox"/> Memorandum of Association <input type="checkbox"/> Articles of Incorporation
		4. 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 or Authorized Signatories <input type="checkbox"/> Person/s who will operate the Account
		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 M A K WELL GOLD TRADING L.L.C)
		7. Latest Bank Statement
		8. Tax Registration Number / Registration Certificate
		9. Sample Transactions
		10. AML – CFT Policy and OECD Supply Chain Policy

PART 2: ACCOUNT OPENING QUESTIONNAIRE

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**

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 due diligence process as part of our KYC procedure.

For further assistance and clarification, please contact our office by phone at +971509629300 or by email makwellgold@gmail.com

1. COMPANY DETAILS

a. Name	
b. Registered Address	
c. Business Address	
d. Phone Number	
e. Official Email Address	
f. Official Mobile Number	
g. Business Registration Number	
h. Tax Identification/Registration Number	
i. Website	
j. External Financial Auditors	

2. BUSINESS ACTIVITY

a. Type of Business	
b. Description of core business activity	
c. Main Market (Geographical Scope)	
d. Main Products	

3. BENEFICIAL OWNERS

SHAREHOLDER(S) (MORE THAN 25%)

Percentage Holding (%)	Name	Address	Country of Incorporation / Nationalities	Date of Incorporation / Date of Birth

ULTIMATE BENEFICIAL OWNER (MORE THAN 25% - INDIVIDUAL ONLY)

SHAREHOLDER(S) (MORE THAN 25%)

Percentage Holding (%)	Name	Address	Nationalities	Date of Birth

4. MANAGEMENT STRUCTURE

	Names	Title	Nationalities	Date of Birth
a. Board of Directors				
b. Management				



**MAK WELL GOLD
TRADING L.L.C**

ام ايه كيه ويل لتجارة الذهب ش.ذ.م.م

MAK WELL GOLD TRADING L.L.C

Mob: +971 54 478 3414

Tel: +971 4 266 5228

E-mail: makwellgold@gmail.com

Shop No. 10, Near Gold Souk, Deira, Dubai - UAE

Banking Details (Please provide the banking details of the Company. We do not accept or make payments to third parties)

Bank Name:

Street / No:	Town / City:
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Country:	Postcode:
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Account Name:

Account Number:	Sort Code:
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IBAN:

ABA:	BIC / SWIFT:
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Currency of Account:

Years of Relationship with the Bank:

Origin of the Funds of the Company:

5. ORIGIN OF PHYSICAL PRECIOUS METALS

- a. Location 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.

6. FACILITIES

YES NO N/A

g. Does the Company have any smelting or refining facilities?

h. Does the Company have any manufacturing facilities?

i. Does the Company produce its own jewelry?

7. RESPONSIBLE PRECIOUS METAL SUPPLY CHAIN 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 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?</p>	
<p>b. 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?</p>	
<p>c. Is the company complying with any of the following industries initiatives?</p> <p>(<input type="checkbox"/>) LBMA Responsible Gold or Silver Guidance <input type="checkbox"/>) DMCC Risk-Based Due Diligence Guidance for GPM <input checked="" type="checkbox"/>) RJC Chain of Custody Standard <input type="checkbox"/>) WGC Conflict Free Gold Standard <input checked="" type="checkbox"/>) RMI Responsible Gold Standard <input type="checkbox"/>) Others, please specify:</p>	Additional Comments:

8. ANTI MONEY LAUNDERING (AML) – COMBATING THE FINANCING OF TERRORISM (CFT)

<p>a. Is your company subject to Anti-Money Laundering/Combating the Financing of Terrorism Law?</p>	
<p>b. Name of the AML-CFT Law Regulator</p>	
<p>c. Has your institution established a conformity program that contains AML/CFT policies and procedures, according to internal & international laws, rules and standards?</p>	

9. BRIBERY POLICY

<p>a. Does your company have any bribery policy in place?</p>	
<p>b. Has the company or the Senior Management ever been charged anywhere in the world for violation of applicable anti-bribery laws or regulation?</p>	

10. 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 (Due Diligence, AML Policies, internal training)? If yes, please provide us with his/her name, phone number and e-mail address					
b. Is the Company subject to an 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 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)?					
f. What is the typical profile of your precious metals' suppliers?					
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.)		

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 **MAK WELL GOLD TRADING L.L.C'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 Organization's and the Cabinet Decision No. (10) of 2019 Concerning the Implementing Regulation of Decree Law no. (20) of 2018 on Anti-Money Laundering and Combating the Financing of Terrorism and Illegal Organization's 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 **MAK WELL GOLD TRADING L.L.C** Supply Chain Policy and the guidance listed below and we undertake to review it thoroughly and to comply with its provisions.

- OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High- Risk Areas – Supplement in Gold
- DMCC Rules for Risk Based Due Diligence in the Gold and Precious Metal Supply Chain
- LBMA Responsible Gold Guidance
- RMI Gold Refiner Standard

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 labor and human rights abuses.

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

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

I/We undertake to automatically inform **MAK WELL GOLD TRADING L.L.C** of any material changes.

	Authorized Signatory	Authorized Signatory
Name:		
Signature with stamp:		
Designation:		
Date and Location:		